



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 09 OF 2026
DATE ISSUED 13 MARCH 2026**

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT:
Control Environmental Officer Grade A: United Nations Framework Convention
On Climate Change– Kindly note the closing date for the post of Control
Environmental Officer Grade A: United Nations Framework Convention on
Climate Change Reference number: CCAQ05/2026 advertised in the Public

Service Vacancy Circular 07 of 2026 issued on 27 February 2026 with the closing date of 16 March 2026 has been extended to 23 March 2026.

DEPARTMENT OF HOME AFFAIRS: Kindly note that the Physical Address and Enquiries contact details for the post of Local Office Manager: Vereeniging, Gauteng Province with Ref No: HRMC 6/26/5b, advertised in the Public Services Vacancy Circular Number 08, dated 06 March 2026, was omitted. The details are as follows: Enquiries: Mr P Mlangeni, Tel No: (011) 242 9039 / 066 478 4043, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street. We apologise for the inconvenience.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following posts were advertised in Public Service Vacancy Circular 08 dated 06 March 2026, with a closing date of 20 March 2026. The following posts were advertised with incorrect requirements and are hereby withdrawn: Supervisor: Cleaning Services, Ref No: 2026/92 (X08 Posts), Centre: Pretoria Regional Office; Supervisor: Grounds Services, Ref No: 2026/94, Centre: Pretoria Regional Office; Tradesman Aid, Ref No: 2026/99 (X15 Posts); Security Officer: Security Management, Ref No: 2026/106 (X03 Posts); Driver Operator: Workshop, Ref No: 2026/103 (X04 Posts); Driver Operator: Cleaning, Ref No: 2026/104 (X02 Posts), Centre: Pretoria Regional Office; Cleaner: Cleaning Services, Ref No: 2026/108 (X23 Posts), Centre: Pretoria Regional Office; Groundsman, Ref No: 2026/111 (X12 Posts), Centre: Pretoria Regional Office; Supervisor: Grounds, Ref No: 2026/95, Centre: Gqeberha Regional Office; Supervisor: Grounds, Ref No: 2026/96, Centre: Cape Town Regional Office; Supervisor: Cleaning Services, Ref No: 2026/97 (X04 Posts), Centre: Johannesburg Regional Office; Tradesman Aid, Ref No: 2026/102 (X02 Posts), Centre: Polokwane Regional Office; Driver, Ref No: 2026/105 (X02 Posts), Centre: Johannesburg Regional Office; Cleaner: Cleaning Services, Ref No: 2026/107 (X21 Posts), Centre: Nelspruit Regional Office; Cleaner: Cleaning Services, Ref No: 2026/109 (X06 Posts), Centre: Gqeberha Regional Office; Cleaner: Cleaning Services, Ref Nos: 2026/110A–110G (X09 Posts), Centre: Polokwane Regional Office; Groundsman, Ref No: 2026/112, Centre: Nelspruit Regional Office. The following posts were advertised with incorrect job titles and are also hereby withdrawn: Artisan Foreman: Plumbing (Workshop), Ref No: 2026/75, Centre: Pretoria; Artisan: Building (Workshop), Ref No: 2026/86, Centre: Pretoria. Kindly note the following centre amendment: Artisan Production: Painter (Workshop) Grade A, Ref No: 2026/84 (X02 Posts) – Centres: Cape Town Regional Office (Customs House) (X01 post) and Cape Town Regional Office (Oudtshoorn) (X01 Post).

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the Centre for post no 08/446 Deputy Director: Corporate Services is Waterberg District not Head Office advertised on Public Service Vacancy Circular 08 dated 06 March 2026. The enquiries are as follows: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS: Kindly note that the following three (3) posts were advertised in Public Service Vacancy Circular 07 dated 27 February 2026, Secretary to the Director: Black Industrial Programme with Ref No: SEC TO DIR BIP/05 FEB 2026; Secretary to the Director: Localisation of Opportunities, Township & Rural Revitalisation with Ref No: SEC TO DIR ECO EMP/06 FEB 2026; and Secretary to the Director: Women and People with Disabilities Economic Empowerment with Ref No: SEC TO DIR WPDEE/ 07 FEB 2026, these posts have been withdrawn.

NATIONAL DEPARTMENTS

INDEX

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	04 - 05
BASIC EDUCATION	B	06 - 09
COOPERATIVE GOVERNANCE	C	10 - 12
DEFENCE	D	13 - 31
EMPLOYMENT AND LABOUR	E	32 - 42
GOVERNMENT TECHNICAL ADVISORY CENTRE	F	43 - 45
HEALTH	G	46 - 48
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE	H	49 - 51
INTERNATIONAL RELATIONS AND COOPERATION	I	52
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	53 - 57
MINERAL AND PETROLEUM RESOURCES	K	58 - 63
NATIONAL PROSECUTING AUTHORITY	L	64 - 75
NATIONAL SCHOOL OF GOVERNMENT	M	76 - 80
OFFICE OF THE CHIEF JUSTICE	N	81 - 87
SPORT, ARTS AND CULTURE	O	88 - 93
TRADE, INDUSTRY AND COMPETITION	P	94 - 98
TRANSPORT	Q	99 - 102
TREASURY	R	103 - 108
WATER AND SANITATION	S	109 - 125

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	T	126 - 127
GAUTENG	U	128 - 129
KWAZULU NATAL	V	130 - 134
LIMPOPO	W	135 - 159
MPUMALANGA	X	160 - 177
NORTHERN CAPE	Y	178 - 189
NORTH WEST	Z	190 - 196
WESTERN CAPE	AA	197 - 224

DEPARTMENT OF AGRICULTURE (DOA)

- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Morecruit652025@nda.agric.za.
- CLOSING DATE** : 27 March 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 08 dated 06 March 2026, Chief Monitoring Analyst with Ref No: 3/3/1/60/2025 and Monitoring Analyst with Ref No: 3/3/1/61/2026; the contact person for enquiries is amended as follows: Chief Monitoring Analyst; Enquiries: Mr Evans Kgasago Tel No: (012) 309 8783 and Monitoring Analyst Enquiries: Ms Olebogeng Masilo Sadiya Tel No: (012) 309 8801

OTHER POST

- POST 09/01** : **MARKETING OFFICER REF NO: 3/3/1/65/2025**
Directorate: Marketing
- SALARY** : R397 116 per annum (Level 08)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree in Agricultural Economics (NQF7). A Minimum of 2-years relevant experience in Agricultural Economics environment. Job Related Knowledge: Understanding of the market linkage programme. Knowledge of international trade agreements. Knowledge and understanding of food safety standards. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of customs and Excise Act, BBBEE Act, Marketing of Agricultural Products Act and Agri-BEE Sector Codes. Ability to interpret trade agreements and make recommendations. Ability to analyse and interpret the utilisation of import and export quotas. Job Related Skills: Planning and organising skills. Reporting procedures. Analytical and innovative thinking. Submission and report writing. (Develop memoranda, letters and submissions). Ability to work independently, with minimal supervision and under pressure. Extensive travelling. A Valid driver's license. Render Market linkage programme. Investigate market requirements and publish the information to facilitate access by historically disadvantaged individuals (HDIs). Promote compliance to food safety standards and requirements (South African Good Agricultural Practices, Global Good Agricultural Practice, Good Manufacturing practice, Good Hygiene Practice, and Hazard Analysis Critical Control Points) by producers and processors of agricultural products to enhance market access. Render preferential market access programme. Administration of market access import and export quotas in terms of applicable trade agreements by means of issuing rebate permits. Monitor the utilisation of permits and quotas. Ensure compliance to permit conditions. Administer, record and monitor payment fees for import and export permits. Enhance participation of new and Small & Medium Enterprise (SME) traders in the rebate schemes. Manage an awareness campaign on the compliance to the BEE sector codes by beneficiaries of the department's preferential market access programme. Render general administration services. Render a general office administrative service to management and clients. Undertake ad hoc activities.
- ENQUIRIES** : Ms K.T Badisa Tel No: (012) 319 8083
NOTE : EE Target: African Males and Persons with disability.

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.

- APPLICATIONS** : 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 Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 27 March 2026
- NOTE** : 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

- POST 09/02** : **DIRECTOR: LEGAL SERVICES REF NO: DBE/15/2026**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
- SALARY** : R1 266 714 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must in a possession of a relevant Bachelor of Law/Legal Degree (NQF Level 7) or equivalent qualification recognised by SAQA; A minimum of 5 years' experience at middle/senior managerial level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; Knowledge of the South African legal system and legal practices; Excellent leadership skills and strategic management skills; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (written and verbal); 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 Oriented, 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.
- DUTIES** : The successful candidate will be responsible for managing the Directorate: Legal Services; Providing litigation support to the National Department of Basic Education (DBE) as well as Provincial Education Departments; Providing legal advice to the entire Department; Coordination, monitoring, evaluating and

supporting the effective implementation of legislation related to the basic education; Administering legislation of statutory bodies; Managing court cases on behalf of the Minister and Director-General of the Department Basic Education; Drafting advice on national and international agreements and negotiating the terms of agreement with parties.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291 or Ms N Kumalo Tel No: (012) 357 3398.
: A Certificate for SMS pre-entry programme is required for all SMS appointments, 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 09/03

: **PROVISIONING ADMINISTRATIVE OFFICER REF NO: DBE/17/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum
: Pretoria
: Applicants must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; One year relevant experience in Supply Chain Management environment; One year experience of LOGIS system and the National Treasury's Central Suppliers Database; Knowledge of government Procurement processes and regulations, including the Public Finance Management Act; Code of Conduct for Supply Chain Management Practitioners, and Preferential Procurement Policy Framework Act and its regulations; Ability to work under pressure, independently and in a team; Ability to organise and plan work accordingly; Excellent interpersonal and organisational skill. Computer literacy (MS Word, MS Excel, MS PowerPoint MS Outlook and Internet); Good communication skills (written and verbal) and must be self-motivated.

DUTIES

: The successful candidate will be responsible for sourcing quotations for goods and services from suppliers listed on the National Treasury's Central Supplier Database (CSD); Ensuring that the quotation processes are compliant, standard bidding documents are compiled in accordance with department policies, procedures and all applicable legislative requirements; Rendering guidance in writing of specifications; Rendering secretarial support to Bid Specification Committee (BSC) and Quotation Evaluation Committees (QEC). Compiling submissions for deviation requests and compile reports. Managing LOGIS transactions such as processing of requisitions, authorisation of procurement advice and authorise payments. Providing supervision and guidance to subordinates. Monitoring, controlling and evaluating performance of subordinates and performing any other duties as delegated by managers.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398
: 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 successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

- POST 09/04** : **SENIOR SECRETARY REF NO: DBE/19/2026**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
 : Pretoria
 : The applicants must be in possession of a Senior Certificate or equivalent qualification; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with workloads; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for secretarial and general administrative support services to the Director. Maintaining a professional relationship with internal and external stakeholders and serve as a direct point of contact for visitors; Taking responsibility for the general organisation, tidiness and image of the Office of the Director. Handling, screening and managing incoming telephone calls, taking messages and transfer telephone calls to the Director or relevant units ensuring the efficient flow of information. Managing and coordinating the diary of the Director; Facilitating logistical arrangements for meetings, workshops and appointments; Making arrangements for the Directors work related travel itinerary by coordinating transport and accommodation requirements and compiling and reconciling subsistence and travel claims; Maintaining a document management and an orderly filing system; Preparing submissions and reports; Assisting with the consolidation of the Directorate's reports. Providing secretariat support during meetings; Managing all communications; Screening incoming and outgoing calls in the office of the Director; Performing any other duties as delegated.
- ENQUIRIES NOTE** : Ms N Kumalo Tel No: (012) 357 3398 or Ms M Mahape Tel No: (012) 357 3291
 : 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 successful candidate must sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 09/05** : **SENIOR PROVISIONING ADMINISTRATION CLERK (TRAVEL) REF NO: DBE/18/2026**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
 : Pretoria
 : The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge in travel and accommodation; Knowledge of the BAS system, PFMA, Treasury Regulations and National Travel Policy Framework; Good communication skills (verbal and written); Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) and BAS; Ability to work as a team; Ability to work under pressure; Excellent client relations; Organising planning and problem-solving skills; General office management.
- DUTIES** : The successful candidate will be responsible for receiving VA26As; Verifying compliance and provide approval stamp on the VA26A by issuing the order number; Registering travellers on the approval book; Making copies of VA26As and filing original; Scanning VA26As and saving them electronically on the H-Drive; Receiving and stamping invoices on a weekly basis; Compiling invoices on the General Journal form and capturing them on the BAS system; Recording journals on the register book for queries from finance; Amending and rectifying queries from Finance Directorate and attend to internal queries with travellers and travellers bookers; Performing any other duties as delegated.
- ENQUIRIES NOTE** : Ms N Kumalo Tel No: (012) 357 3398 or Ms M Mahape Tel No: (012) 357 3291
 : 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 successful candidate must to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	27 March 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including 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 technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 09/06</u>	:	<u>DIRECTOR: MUNICIPAL CAPACITY DEVELOPMENT REF NO: D-MCD-01</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate and an undergraduate qualification in Human Resource Management / Public Management or equivalent qualification at

NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at middle / senior management level in the relevant field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth Knowledge of: Understanding of capacity building and training in local government. Information and knowledge management. Legislative and policy framework for local government. Understanding of Human Resource policies and systems.

DUTIES : The successful candidate will perform the following duties: Oversee implementation of the Integrated Local Government Capacity Building Strategy. Strengthening institutional capacity and support municipalities through implementation of the Professionalization Framework of the Public Sector. Conduct training and provide on-going support towards the roll out of Municipal Staff Regulations. Manage the coordination and the development of curricular for local government. Monitor, evaluate and conduct the effectiveness of programmes the use of monitoring tools.

ENQUIRIES : Mr T Motlashuping Tel No: (012) 065 3266
APPLICATIONS : Applications must be submitted electronically via email to: dcog11@tttreruitment.co.za
 For application enquiries contact: To the T Recruitment at 067 391 7387

POST 09/07 : **DIRECTOR: CWP IMPLEMENTATION LIMPOPO REF NO: D-CWPI-LP-02**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate and an undergraduate qualification in in Social Sciences, Public Administration or equivalent qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at middle / senior management level in the relevant field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competency: In-depth Knowledge of: Community work Programme

DUTIES : The successful candidate will perform the following duties: Coordinate the implementation of the CWP processes, policies, frameworks, norms and standard and maintenance of work opportunities. Ensure implementation of CWP training programme. Ensure implementation and reporting of CWP to ensure contract management compliance. Coordinate and monitor CWP site inception, implementation, and management. Facilitate the establishment, management of partnerships and special projects in the assigned provinces.

ENQUIRIES : Mr F Makhubu Tel No: (012) 065 3130
APPLICATIONS : Applications must be submitted electronically via email to: dcog12@tttreruitment.co.za
 For application enquiries contact: To the T Recruitment at 067 391 7387

OTHER POSTS

POST 09/08 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION REF NO: DDMIGA005**

SALARY : R896 436 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate and a 3-Year National Diploma or Bachelor's degree in Social Sciences / Economics / Public Administration or equivalent

qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). A valid driver's license. Intensive travelling. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Communication (Verbal & written). Coordination. Project management. Client orientation and Customer focus. Diversity management. Technical Competencies: In-depth knowledge of: Performance Report Writing. Data Management and Modelling. Statistical Analysis. Division of Revenue Act and the Municipal Infrastructure Grant (MIG) Framework.

DUTIES : The successful candidate will perform the following duties: Manage the coordination and analyses of financial performance reports. Manage the coordination of review sessions with provinces and develop non-financial performance reports. Manage the coordination of review sessions with provinces for the development of a performance evaluation report. Develop the reports on the performance of the Municipal Infrastructure Grant (MIG) to various technical and political fora.

ENQUIRIES : Werner Heydenreich Tel No: (012) 336 5656
APPLICATIONS : Applications must be submitted electronically via email to: Response@multilead.co.za
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103

POST 09/09 : **ASSISTANT DIRECTOR: WINDOWS SERVER/ AZURE/ VMWARE ENGINEER REF NO: AD: VMWARE ENG**
This is a re-advertisement, Candidates who previously applied are encouraged to re-apply, as previous applications will not be considered.

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Information Technology / Systems or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Information Technology field. Proficiency in MS Excel and MS Word. Other: A valid driver's license. Additional Requirements (Advantage): MS Project and MS PowerPoint. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Windows Server/ Azure/ VMWare operations management skills. Teamwork and negotiation skills. Troubleshooting and problem-solving skills. Analytical skills. Organisational skills.

DUTIES : The successful candidate will perform the following duties: Monitor windows, Azure/ VMWare services. Implement and support LAN (Local Area Network) and WAN (Wide Area Network) services in the Department. Administer active directory services such as user lifecycle. Resolve incidents in accordance with the signed services level agreement. Provide support to the Cloud and In-house infrastructure services.

ENQUIRIES : Mr P Ngobese Tel No: (012) 065 3018
APPLICATIONS : Applications must be submitted electronically via email to: Response1@multilead.co.za
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 27 March 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) Through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including 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 other must be an integrity (ethical conduct) assessment. 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 09/10** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBMKD/02/08/26/01 (X2 POSTS)**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
- CENTRE** : AFB Makhado, Limpopo
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : Provide Human Resources administration capability at AFB Makhado. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR

policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB Makhado. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.

**ENQUIRIES
APPLICATIONS**

: Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/ 2007
: Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Trichard.

POST 09/11

: **REGISTRY CLERK: SUPERVISOR REF NO: AFBBSPT/02/08/26/01**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)
: AFB Bloemspruit, Bloemfontein
: Grade 12 (NQF Level 4) or equivalent with minimum of three (3) years experience in Record Management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.

DUTIES

: Supervise the registry section personnel and the workload. Maintaining of proper record management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of record management procedures. The management of Records Classification Systems (i.e. DOD Correspondence File Plan, record retention schedules). Ensure proper maintenance of documents as per the records classification systems. Answer enquiries with the correct use of file references. Ensure all administrative tasks with the maintenance of the records classification is done according to the current record management systems. Manage, report and inform all relevant stakeholders about the status of the registry section. Attend meetings with stakeholders and report to the director of the section. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.

**ENQUIRIES
APPLICATIONS**

: Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/6051
: Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/12

: **PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBHPST/02/08/26/01**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)
: AFB Hoedspruit, Limpopo
: Grade 12 (NQF Level 4) or equivalent with minimum of three (3) years experience in Human Resource Management. Special requirements (skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).

DUTIES

: Provide Human Resources administration capability at AFB Makhado. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB Makhado. Must have the ability to develop new ideas to change existing methods (when/as required). General management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.

**ENQUIRIES
APPLICATIONS**

: Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924/ 2387
: Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or emailed at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

- POST 09/13** : **PLUMBER REF NO: AFBOVR/02/08/26/01**
- SALARY** : R269 499 – R317 463 per annum (Level 06)
CENTRE : AFB Overberg, Bredasdorp
REQUIREMENTS : G rade 12 (NQF L4) or equivalent with three year qualification in Civil Engineering or Plumbing and a minimum of 1 year experience. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Leadership skills.
- DUTIES** : Execution of maintenance planning activities, the providing of Plumbing Service to the Base (Installation & Repair to Geyser) Determine priorities of plumbing team, Co-ordination of resources requirements (Spares) The administration of job cards related to Plumbing, controlling of plumbing job cards, The providing of a general maintenance service to the base, Actively participate in the procurement process of plumbing spares.
- ENQUIRIES** : Maj M.B.Mpyatona Tel No: (028) 425 4034
APPLICATIONS : Department of Defence, Air Force Base Overberg, Bredasdorp or email to: mark.gomez@dod.mil.za or may be hand delivered at Perdekraalkamp, Arniston road, Bredasdorp.
- POST 09/14** : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFBHSPT/02/08/26/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills
- DUTIES** : Ensure the performance of high clerical tasks in support of the provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking of stores.
- ENQUIRIES** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924/ 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 09/15** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: AFBMKD/02/08/26/02**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Makado, Limpopo
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills
- DUTIES** : Ensure the performance of high clerical tasks in support of the provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate

and determine requirements concerning the operational readiness of the Base or any Section thereof, must do stock taking of stores.

ENQUIRIES : Lt G.P. Mophuthing/Sgt Masilo Tel No: (015) 577 2006/ 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/16 : **REGISTRY CLERK PRODUCTION REF NO: AFBMKD/02/08/26/03**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.

DUTIES : Maintaining of proper record management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/ 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X 2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/17 : **SECRETARY REF NO: AFBBSPT/02/08/26/02**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No Experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role

players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/18 : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFBBSPT/02/08/26/03**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication, Full knowledge of the utilisation of MS software packages.

DUTIES : Render general clerical support duties, Capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/19 : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFSPE/02/08/26/01**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : AFS PE, Port Elizabeth
REQUIREMENTS : Grade 12 or (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.

DUTIES : Render general clerical support duties, capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.

ENQUIRIES : Maj F.G. Fatyi Tel No: (041) 505 1463
APPLICATIONS : Department of Defence, AFS PE, Department of Defence, Department of Defence, Air Force Station Port Elizabeth, Army Support Base, Eastern Cape, Willow Drive, Gqeberha, 6013 or email to afspehr@dod.mil.co.za or hand delivered at Forest Hill Drive, Southdene, Port Elizabeth.

POST 09/20 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SAAF COL/02/08/26/01**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Air Force College, Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.

DUTIES : Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate

- and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.
- ENQUIRIES** : Maj K.L. Bosch Tel No: (012) 351 5045/5172
APPLICATIONS : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane 0143 or email to: saafcolhr@dod.mil.za or may be hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion
- POST 09/21** : **REGISTRY CLERK PRODUCTION REF NO: SAAFCOL/02/08/26/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : SA Air Force College, Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
- ENQUIRIES** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to lbwgmmove@dod.mil.za
- POST 09/22** : **REGISTRY CLERK REF NO: AFBOVB/02/08/26/02**
- SALARY** : R228 321 – R268 950 per annum (Level 05)
CENTRE : Air Force base Overberg, Bredasdorp
REQUIREMENTS : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
- ENQUIRIES** : Maj M.B. Mpyatona Tel No: (028) 425 4034
APPLICATIONS : Department of Defence, Air Force Base Overberg, Bredasdorp or email to: mark.gomez@dod.mil.za or may be hand delivered at Perdekraalkamp, Arniston road, Bredasdorp.
- POST 09/23** : **REGISTRY CLERK REF NO: AFBYPLT/02/08/26/01 (X3 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 05)

- CENTRE REQUIREMENTS** : AFB Ysterplaat, Ysterplaat
 : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DoD record-keeping requirements. Identify and review all current Recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DoD Correspondence File Plan, Record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries wrt the correct use of file references. Execute all administrative tasks wrt the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
- ENQUIRIES APPLICATIONS** : Capt L.L. Watson Tel No: (021) 672 3055
 : Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.
- POST 09/24** : **ADMINISTRATION CLERK: PRODUCTION REF NO: AFBYTPLT/0208/26/02 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05)
 : AFB Ysterplaat, Ysterplaat
 : Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.
- DUTIES** : Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.
- ENQUIRIES APPLICATIONS** : Capt L.L. Watson Tel No: (021) 672 3055
 : Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.
- POST 09/25** : **SECRETARY REF NO: PROCUREMENT UNIT/02/08/26/01**
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05)
 : Mobile Deployment Wing, Pretoria
 : Grade 12 or equivalent. No experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
- DUTIES** : Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and

reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES : Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773

APPLICATIONS : Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane 0143 or email to: mobiledeploymentwing@dod.mil.za or may be hand delivered at Snake Valley Road, 356 JR, Centurion

POST 09/26 : **SWITCHBOARD OPERATOR REF NO: AFBMKD/02/08/26/04**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/27 : **SWITCHBOARD OPERATOR REF NO: AFBOVB/02/08/26/03**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : AFB Overberg, Bredasdorp
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Excellent Telecom Operator/ Switchboard Skills. Good telephone etiquette.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division

when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES : Maj M.B. Mpyatona Tel No: (028) 425 4034
APPLICATIONS : Department of Defence, Air Force Base Overberg, Bredasdorp or email to: mark.gomez@dod.mil.za or may be hand delivered at Perdekraalkamp, Arniston road, Bredasdorp.

POST 09/28 : **SWITCHBOARD REF NO: AFBYPLT02/08/26/03**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : AFB Ysterplaat, Ysterplaat
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound Organisational Skills. High level of Reliability. Ability to act with tact and discretion. Good people skills. Excellent Telecom Operator/ Switchboard Skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, and over time.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES : Capt L.L. Watson Tel No: (012) 672 3055
APPLICATIONS : Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/29 : **SWITCHBOARD REF NO: AFBDBN REF/02/08/26/01**

SALARY : R193 359 - R227 766 per annum (Level 04)
CENTRE : AFB Durban, Durban
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge on operating a Telephone automatic Switchboard. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound Organisational Skills. High level of Reliability. Ability to act with tact and discretion. Good people skills. Excellent Telecom Operator/ Switchboard Skills. Receive and answer incoming calls. Forward calls to the appropriate division/section/person, answer general enquiries, make calls and keep record of private calls. Record and maintain a register for security-related purpose. Note down and give messages to the people. Interpersonal relationships, audible voice and ability to verbally exchange information requiring helpfulness and politeness. Member must be able to sit for longer period, work under pressure, and over time.

DUTIES : Ensure that switchboard is properly manned and that relief arrangements are made when needed so that telephone traffic flows properly and are always in a proper working order, report all defect and ensure that repairs are done speedily. Ensure that switchboard apparatus is handled properly to prevent unnecessary interruption of telephone enquiries. Check private calls and see to it that costs are recovered. Train new and relief staff. Keep departmental telephone directory up to date and distribute amendments as and when necessary. Arrange for the installation and moving of telephones. Record and maintain a register for security related purposes. Liaise with personnel division

when recruiting and selecting telecom operators. Supervise subordinates. Assist with the performance assessments/incentives of subordinates.

ENQUIRIES APPLICATIONS : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
: Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/30 : **SENIOR DRIVER OPERATOR REF NO: AFBMKD/02/08/26/05 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
: AFB Makhado, Limpopo
: Grade 12 (NQF L4) or equivalent. A valid driver's license code C1 (Code 10) with a minimum of two (2) years experience in driving with a valid professional driving permit (PDP). Special requirements (Skills needed): Supervisory skills, driving skills, knowledge of DoD driving prescripts, conducting of routine maintenance on vehicles, Verbal and written communication skills; Analytical thinking Skills; Problem Solving and Time Management Skills.

DUTIES : Supervise the transport section of the base. Allocate cars to drivers, manage the pallet and monitor the service of the cars. Communicate with service providers for car maintenance service appointments. Keep track of the car's kilometer logs as per section and report cars due for maintenance. Ensure that cars are brought back to the unit after every trip and the pallet and check list is marked correctly. Be informed of the transport procedures and processes and ensure adherence. Ensure safe keeping of cars. Ensure proper supply of logbooks to drivers and in time. Render clerical support when needed by the base.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/2007
: Department of Defence, Air Force Base Makhado, Private Bag X 2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/31 : **SENIOR DRIVER OPERATOR REF NO: AFBLGBW/02/08/26/02**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
: AFB Langebaanweg, Langebaan
: Grade 12 (NQF L4) or equivalent. A valid driver's license code C1 (Code 10) with a minimum of two (2) years experience in driving with a valid professional driving permit (PDP). Special requirements (Skills needed): Supervisory skills, driving skills, knowledge of DoD driving prescripts, conducting of routine maintenance on vehicles, Verbal and written communication skills; Analytical thinking Skills; Problem Solving and Time Management Skills.

DUTIES : Supervise the transport section of the base. Allocate cars to drivers, manage the pallet and monitor the service of the cars. Communicate with service providers for car maintenance service appointments. Keep track of the car's kilometer logs as per section and report cars due for maintenance. Ensure that cars are brought back to the unit after every trip and the pallet and check list is marked correctly. Be informed of the transport procedures and processes and ensure adherence. Ensure safe keeping of cars. Ensure proper supply of logbooks to drivers and in time. Render clerical support when needed by the base.

ENQUIRIES APPLICATIONS : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
: Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to lbwgmmove@dod.mil.za

POST 09/32 : **DRIVER OPERATOR REF NO: AFBMKD/02/08/26/06**

SALARY CENTRE REQUIREMENTS : R163 680 – R163 131 per annum (Level 03)
: AFB Makhado, Limpopo
: Grade 11 (NQF L3) or equivalent. A valid driver's license code C1 (code 10) with a minimum of three (3) years experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.

DUTIES : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items.

provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006/ 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/33 : **DRIVER OPERATOR REF NO: AFBBSPT/02/08/26/04**

SALARY : R163 680 – R163 131 per annum (Level 03)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : Grade 11 (NQF L3) or equivalent. A valid driver's license code C1 (code) with a minimum of three (3) experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.

DUTIES : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items. provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.

ENQUIRIES : Maj S Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/34 : **DRIVER OPERATOR REF NO: AFBDBN/02/08/26/02**

SALARY : R163 680 – R163 131 per annum (Level 03)
CENTRE : AFB Durban, Durban
REQUIREMENTS : Grade 11 (NQF L3) or equivalent. A valid driver's license code C1 with a minimum of three (3) experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.

DUTIES : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items. provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/35 : **FOOD SERVICE AID REF NO: AFBMKD/02/08/26/07 (X8 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining

tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006 and 2007
 : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/36 : **STORE ASSISTANT REF NO: AFBMKD/02/08/26/08 (X10 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006 and 2007
 : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/37 : **GROUNDSMAN REF NO AFBMKD/02/08/26/09 (X14 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES APPLICATIONS : Lt G.P. Mophuthing/Sgt Masilo Tel No: (015) 577 2006 and 2007
 : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/38 : **ROAD WORKERS AID REF NO: AFBMAK/02/08/26/10**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Makhado, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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

DUTIES : Perform serviceability inspections on all equipment. Ensure the maintenance and repair of runways, taxiways and hardstands according to Aviation quality Standards. The sweeping of runways, taxiways and hardstands. Ensure a safe environment with the necessary infrastructure to carry out deeper level maintenance on all compass swing bays and engine running bays. Investigate

possible expansion of technology and the feasibility of procuring new equipment.

ENQUIRIES : Lt G.P. Mophuthing / Sgt Masilo Tel No: (015) 577 2006 and 2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado, 0920 or email to afbmkdhr@dod.mil.za or may be hand delivered at Braambos Military Base, AFB Makhado, Louis Tritchard.

POST 09/39 : **FOOD SERVICE AID REF NO: AFBSPT/02/08/26/05 (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Bloemspruit, Bloemfontein
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/40 : **MESSENGER REF NO: AFBSPT/02/08/26/06**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Bloempruit, Bloemfontein
REQUIREMENTS : A minimum of ABET qualification. No experience. Military Driver's license is an added advantage. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.

DUTIES : Required to perform the following functions: Render an effective driving service base. Ensure vehicle security and maintenance. Render administrative and messenger services, including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours.

ENQUIRIES : Maj S. Gentsana/ Capt N.J. Skele Tel No: (051) 405 6377/ 6051
APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemfontein 9300 or email to: simthembile.gentsana@dod.mil.za or may be hand delivered at AFB Bloemspruit, Maselspoort Road, Bloemfontein.

POST 09/41 : **GROUNDSMAN REF NO: AFSPE/02/08/26/02 (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFS PE, Port Elizabeth
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Maj F.G. Fatyi Tel No: (041) 505 1463

APPLICATIONS : Department of Defence, Department of Defence, Air Force Station Port Elizabeth, Army Support Base, Eastern Cape, Willow Drive, Gqeberha, 6013 or email to afspehr@dod.mil.co.za or hand delivered at Forest Hill Drive, Southdene, Port Elizabeth.

POST 09/42 : **CLEANER REF NO: AFSPE/02/08/26/03**

SALARY : R138 486 per annum (Level 02)

CENTRE : AFS PE, Port Elizabeth

REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : Maj F.G. Faty Tel No: (041) 505 1463

APPLICATIONS : Department of Defence, Air Force Station Port Elizabeth, Army Support Base, Eastern Cape, Willow Drive, Gqeberha, 6013 or email to afspehr@dod.mil.co.za or hand delivered at Forest Hill Drive, Southdene, Port Elizabeth.

POST 09/43 : **MESSENGER REF NO: AOTC LOHATLA/02/08/26/01**

SALARY : R138 486 per annum (Level 02)

CENTRE : AOTC Lohatla, Postmansburg

REQUIREMENTS : A minimum of ABET qualification. No experience. Military Driver's license is an added advantage. Special requirements (Skills needed): Honesty, Integrity, Good Interpersonal Relationship skills; Planning and Organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.

DUTIES : Required to perform the following functions: Render an effective driving service base. Ensure vehicle security and maintenance. Render administrative and messenger services, including collecting and dispatching of documents and any other item as directed. Complete all the required and prescribed records and log books with regard to the vehicles and goods handled. Maintain the vehicle distribution board. Be willing to work irregular hours.

ENQUIRIES : WO1 D.M. Sello Tel No: (053) 321 2251

APPLICATIONS : Department of Defence, AOTC LOHATLA, Air Operations Training Centre Private Bag X3001 Postmansburg 8420 or email to aotchr@dod.mil.co.za or may be hand delivered at AOTC LOHATLA main gate.

POST 09/44 : **CLEANER REF NO: AOTC LOHATLA/02/08/26/02**

SALARY : R138 486 per annum (Level 02)

CENTRE : AOTC Lohatla, Postmansburg

REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : WO1 D.M. Sello Tel No: (053) 321 2251

APPLICATIONS : Department of Defence, AOTC LOHATLA, Air Operations Training Centre Private Bag X3001 Postmansburg 8420 or email to aotchr@dod.mil.co.za or may be hand delivered at AOTC LOHATLA main gate.

POST 09/45 : **ROAD WORKERS AID REF NO: AFBLGBW/02/08/26/03 (X5 POSTS)**

SALARY : R138 486 per annum (Level 02)

CENTRE REQUIREMENTS : AFB Langebaanweg, Langebaan
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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.

DUTIES : Perform serviceability inspections on all equipment. Ensure the maintenance and repair of runways, taxiways and hardstands according to Aviation quality Standards. The sweeping of runways, taxiways and hardstands. Ensure a safe environment with the necessary infrastructure to carry out deeper level maintenance on all compass swing bays and engine running bays. Investigate possible expansion of technology and the feasibility of procuring new equipment.

ENQUIRIES APPLICATIONS : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
: Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base and or email to lbwgmmove@dod.mil.za

POST 09/46 : **STORE ASSISTANT REF NO: AFBYPLT/02/08/26/04 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
: AFB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/47 : **GROUNDSMAN REF NO AFBYPLT02/08/26/05 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
: AFB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES APPLICATIONS : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.

POST 09/48 : **CLEANER REF NO AFBYPLT/02/08/26/06 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum (Level 02)
: AFB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate

- cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES APPLICATIONS** : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.
- POST 09/49** : **TRADESMAN AID REF NO: AFBYPLT/02/08/26/07**
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: FB Ysterplaat, Ysterplaat
: A minimum of ABET qualification. A Trade test certificate. No experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; planning and organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
- DUTIES** : Required to perform the following: Cleaning and maintenance of machinery and tools, Preparation of safe working environment, Repair leaking geysers, taps and leaking water pipes, Unblocking of main sewage lines, Assist with repair and fitting of tyres, Keeping of equipment in a safe place, Painting and marking of floors, Charging of batteries, Operating and maintenance of electrical saw equipment and machinery on time. Carry out cleaning of work areas and dangerous machines when switched off, Support in effective plumbing, building service and repairs and all maintenance related matters. Assist in repairing equipment in the unit's workshop.
- ENQUIRIES APPLICATIONS** : Capt L.L. Watson Tel No: (021) 672 3055
: Department of Defence, Air Force Base Ysterplaat, or email to: edrich.wilson@dod.mil.za or may be hand delivered at 65 Piet Grobler Street, Brooklyn, Ysterplaat.
- POST 09/50** : **TRADESMAN AID REF NO: AFBDBN/02/08/26/03 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: AFB Durban, Durban
: A minimum of ABET qualification. A Trade test certificate. No experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; planning and organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.
- DUTIES** : Cleaning and maintenance of machinery and tools, Preparation of safe working environment, Repair leaking geysers, taps and leaking water pipes, Unblocking of main sewage lines, Assist with repair and fitting of tires, Keeping of equipment in a safe place, Painting and marking of floors, Charging of batteries, Operating and maintenance of electrical saw equipment and machinery on time. Carry out cleaning of work areas and dangerous machines when switched off, Support in effective plumbing, building service and repairs and all maintenance related matters. Assist in repairing equipments in the unit's workshop.
- ENQUIRIES APPLICATIONS** : Maj B.E.Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
: Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or emailed to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133
- POST 09/51** : **GROUNDSMAN REF NO: AFBDBN/02/08/26/04 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R138 486 per annum (Level 02)
: AFB Durban, Durban
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and

cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/52 : **CLEANER REF NO: AFBDBN/02/08/26/05 (X8 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or emailed to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/53 : **FOOD SERVICE AID REF NO: 2AFBDBN/02/08/26/06 (X4 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

POST 09/54 : **STORE ASSISTANT REF NO: 2AFBDBN/02/08/26/07 (X2 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133

- POST 09/55** : **HOUSEHOLD AID REF NO: AFBDBN/02/08/26/08 (X4 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Durban, Durban
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Communicate effectively.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Maintain cleanliness in the bungalow of students. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES** : Maj B.E. Nzimande or WO H. Steenkamp Tel No: (031) 450 4734
APPLICATIONS : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti 4125 or email to afbdbnhr@dod.mil.za and maybe hand delivered at Prospecton Road, Isipingo, 4133
- POST 09/56** : **GROUNDSMAN REF NO AFBHSPT/02/08/26/03 (X2 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 09/57** : **CLEANER REF NO: AFBHPST/02/0826/04 (X12 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 09/58** : **FOOD SERVICE AID REF NO: AFBHSPT/02/08/26/05 (X2 POSTS)**
- SALARY** : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements/ skills needed: Knowledge: of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining

tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email at Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

POST 09/59 : **TRADESMAN AID REF NO: AFBHPST/02/08/26/06 (X8 POSTS)**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. A Trade test certificate. No experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; planning and organizing skills; Verbal and Communication skills; Analytical skills; Problem solving and Time management skills.

DUTIES : Cleaning and maintenance of machinery and tools, Preparation of safe working environment, Repair leaking geysers, taps and leaking water pipes, Unblocking of main sewage lines, Assist with repair and fitting of tires, Keeping of equipment in a safe place, Painting and marking of floors, Charging of batteries, Operating and maintenance of electrical saw equipment and machinery on time. Carry out cleaning of work areas and dangerous machines when switched off, Support in effective plumbing, building service and repairs and all maintenance related. Assist in repairing of equipment in the unit's workshop.

ENQUIRIES : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387.
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email to Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

POST 09/60 : **STORE ASSISTANT: REF NO: AFBHSPT/02/08/26/07**

SALARY : R138 486 per annum (Level 02)
CENTRE : AFB Hoedspruit, Limpopo
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.

DUTIES : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or email to Prince.Ratheko@dod.mil.za and maybe hand delivered at the main Gate Golf 1 and Golf 8.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 27 March 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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

- POST 09/61** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO HR4/4/03/01**
- SALARY** : R1 059 105 per annum, (all inclusive)
- CENTRE** : Mogwase Labour Centre
- REQUIREMENTS** : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management,

Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration / Management, Operations Management, Project Management, Three (3) years' legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Treasury regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies and Procedures, Public Service Act and Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer Skills, Presentation Skills, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all resources of the Labour Centre.

ENQUIRIES APPLICATIONS : Mr. MT Mokoena Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW1@labour.gov.za

POST 09/62 : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/8/970**

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum, (all inclusive)
: Provincial Office: Bloemfontein Free State
: A qualification at (NQF 6) as recognised by SAQA in B-Proc/ B-Juris/ Labour Relations/ BCOM Law/ BA Law/ LLB. Five (5) years functional experience of which two (2) years at Assistant Director level and three (3) years functional experience in Inspection and/or enforcement of employment laws. A valid driver's license. Knowledge: Public service Regulation and management issues, Ability to convert policy into action, Public Service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Listening and observation, Presentation, Innovative, Analytical Research, Project Management Communication, Report writing, Time management, Negotiation.

DUTIES : Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.

ENQUIRIES APPLICATIONS : Mr M Luxande Tel No: (051) 505 6324
: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 09/63 : **DEPUTY DIRECTOR: MANAGEMENT SUPPORT SERVICES (HR & FINANCE) REF NO: HR 4/26/02/02HO**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive)
: Head Office, Pretoria
: A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Public Administration/ Business Administration/Public Management/Business Management/ Human Resources Management. Five (5) years' experience of which two (2) years at an Assistant Director level and three (3) years functional experience in Human Resources and Financial services. Knowledge: Departmental Policies and Procedures, Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Employment Services Act, Batho Pele Principles, Public Finance Management Act, Skills Development Act, Treasury Regulation, Minimum

Information Security Standard, Ability to convert policy into action. Skills: General management, Project management, Financial management, Communication, Interpersonal relation, Leadership, Problem solving, Conflict management, Facilitation, Analytical, Innovative.

DUTIES : Manage the implementation of proper financial administration in the PES HQ. Manage the Implementation on procurement of goods and services and proper recording of PES assets in HQ. Manage the implementation of Human Resources Policies in PES HQ. Manage proper implementation of performance management system in the Branch PES. Monitor the implementation of staff capacity building process in the Public Employment services HQ. Manage staff and other resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Dr Noel Sicwebu Tel No: (012) 309 4382
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ13@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/64 : **DEPUTY DIRECTOR: SAP APPLICATION MAINTENANCE AND SUPPORT REF NO: HR4/26/03/04HO**
Re-advertisement, application who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive)
: Head Office: Pretoria
: A qualification at NQF6 in Information Technology/ Computer Science/ Informatics. Five (5) years' experience in SAP Implementation, support and maintenance of which three (3) years is at Assistant Director level. Knowledge: SAP HANA, ECC, CRM, BI/BO, GRC, PO/PI, SolMan and SAP Portal, SAP running on Oracle and SAP HANA, SAP On-Prem and Cloud hosting, SAP Technical and Functional Integration, SAP Authorization concepts and governance, Multi-tier software architectures, System monitoring and performance management, SAP development standards, methodologies and transport management, IT service management (Incident, Change, Problem, Release), Departmental ICT procedures and policies. Skills: Problem solving, Communication and presentation, Planning and organizing, Negotiation, Project management for technology team, Leadership.

DUTIES : Provide technical leadership, governance and oversight of the SAP Application Landscape. Manage the functional teams responsible for all the applications in the SAP Landscape. Manage SAP authorizations and Governance. Engage with other ICT Teams to deliver integrated ICT Solutions. Manage and Supervise resources within the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms E Cronje Tel No: (012) 309 4876
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ17@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/65 : **DEPUTY DIRECTOR: PEA REGISTRATION CERTIFICATION REF NO: HR4/26/03/05HO**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive)
: Head Office: Pretoria
: A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Public Administration/Business Administration/ Public Management/Business Management. Five (5) years' experience of which two (2) years at the Assistant Director Level and three (3) years functional experience in public employment services/ Public operations. Knowledge: Recruitment and selection, Good Governance, Departmental policies and procedures, General administrative procedure. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing.

DUTIES : Coordinate the development and implementation of regulations on Private Employment Agencies and Temporary Employment Services. Coordinate the development of business processes and procedures for the registration and certification of Private Employment Agencies and Temporary Employment Services. Coordinate the provision of support to Provincial offices and Labour Centres in the implementation of developed processes and procedures, including regulations. Oversee the monitoring of compliance of Private

Employment Agencies and Temporary Employment Services with the prescribed regulations.

ENQUIRIES APPLICATIONS : Ms E Tloane Tel No: (012) 309 4699
: Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ18@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/66 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/26/03/06HO**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Head Office, Pretoria
: A qualification at NQF level 6 as recognised by SAQA in Risk Management/ Internal Auditing/ Accounting. Two (2) years Supervisory experience. Four (4) years' experience in Risk Management/ Internal Audit/Accounting of which two (2) years at a Supervisory level. Valid driver's license will be an added advantage. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Public Finance Management Act, Treasury Regulations, Protected Discloser Act, Anti-fraud and corruption policies, Criminal & Commercial Law, Labour Regulations, legislation, policies and procedures, Basic conditions of Employment Act, Public Service Act. Skills: Analytical, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, driving.

DUTIES : Implement Risk management and work plans for risk in the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework in the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES APPLICATIONS : Ms G Baker- Matjokana Tel No: (012) 309 4968
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ20@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/67 : **ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF**
1-Year Contract
Re-advertisement

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional experience in compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.

DUTIES : Facilitate the implementation of the Compliance universe. Conduct the compliance risks assessments. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).

ENQUIRIES APPLICATIONS : Mr SW Nkosi Tel No: (012) 337 1962
: email: Jobs-UIF4@labour.gov.za

POST 09/68 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR4/4/8/968**
Re-advertisement applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R468 549 per annum
: Provincial Office: Free State
: A relevant 3 years' qualifications in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property

Management and Real Estate Management. Two (2) years Supervisory experience. Two (2) years functional experience in administration environment. Driver's License. Knowledge: Relevant Departmental policies and procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control. Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.

DUTIES : Manage the office accommodation and maintenance operations for the province. Facilitate the administration functions on security services within the province. Manage and monitor effective records management services in the province. Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300
 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
 Email: jobs-fs2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 09/69 : **SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/1SPLAP/UIF (X4 POSTS)**
 (1-Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Public Administration/ Public Management/ Business Management/ Development Studies/ Project Management/ Social Science/ Risk Management/ Auditing / Accounting at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Labour Activation Programmes/ Project management/ Employment and Job Preservation Programmes/ Enterprise Development/ Entrepreneurial environment. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005), Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. National Youth Empowerment Accord. National Youth Policy 2020-2030. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Computer Literacy. Time Management. Report Writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.

DUTIES : Implement deliverables of Labour Activation Programmes projects. Collate and arrange project information. Provide Administrative support on project contracts. Supervise resources in the Sub-directorate.

ENQUIRIES : Ms. NR Taukobong Tel No: (012) 337 1646
APPLICATIONS : email: Jobs-UIF14@labour.gov.za

POST 09/70 : **SENIOR PRACTITIONER: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/1SPPICM/UIF**

SALARY : R397 116 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Organizational Psychology/ Public Administration/ Public Management/ Management Services/ Human Resources/ Operations Management/ Production Management. Two (2) years' functional experience in Change Management environment. Knowledge: Public Finance Management Act (PFMA). Project Management approaches, tools and phase. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Labour Relations Act (LRA). Skills: Communication (Verbal and Written). People Management. Problem Solving. Computer Literacy. Time Management. Analytical. Presentation. Interpersonal. Report Writing. Planning and Organizing.

DUTIES : Diagnoses organizational, individual culture and climate change within the Fund. Develop, review and implement change management strategy. Develop,

review and implement procedure manuals and processes. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : Ms. R Mostert Tel No: (012) 337 1495.
APPLICATIONS : email: Jobs-UIF15@labour.gov.za
NOTE : African Males and Females, White Males and Persons with disabilities are encouraged to apply.

POST 09/71 : **BCEA INSPECTOR REF NO: HR4/4/03/02**

SALARY : R397 116 per annum
CENTRE : Lichtenburg Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing, Presentation, Written and Verbal communication, Innovative, Analytical.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, Consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Ms AM Lehloenya-Mokoena Tel No: (018) 387 8186
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW2@labour.gov.za

POST 09/72 : **INSPECTOR EMPLOYMENT EQUITY REF NO: HR4/4/8/969**

SALARY : R397 116 per annum
CENTRE : Provincial Office Bloemfontein Free State
REQUIREMENTS : A qualification at (NQF 6) as recognised by SAQA in B-Proc/ B-Juris/ Labour Law/ B-Com Law/ BA Law/ LLB. Two (2) years functional experience in labour inspections enforcement services. Valid driver's licence. Knowledge: Public service Regulations and Relevant prescripts, departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Planning and organising, Computer Literacy, Communication, Report writing, Time management, Problem solving, Interviewing, listening and observation, Presentation, Research, Negotiation, Analytical, Innovative.

DUTIES : Implement programmes and policies for Employment Equity Act and Regulations. Conduct Director-General Reviews, Re-assessment and Monitoring to ensure compliance with Employment Equity Act and Regulation. Collect information to evaluate impact of Employment Act programmes. Provide technical advice on the specific to Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Act matters.

ENQUIRIES : Mr M Luxande Tel No: (051) 505 6324
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 09/73 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (X45 POSTS)**

SALARY : R397 116 per annum
CENTRE : Satellite Office: Bergville Ref No: HR4/4/3/16 (X3 Posts)
 Satellite Office: Bridge City Ref No: HR4/4/3/17 (X1 Post)
 Satellite Office: Chatsworth Ref No: HR4/4/3/18 (X1 Post)
 Labour Centre: Durban Ref No: HR4/4/3/19 (X4 Posts)
 Satellite Office: Emadlangeni Ref No: HR4/4/3/20 (X3 Posts)
 Satellite Office: Empangeni Ref No: HR4/4/3/21 (X3 Posts)

Satellite Office: Eshowe Ref No: HR4/4/3/22 (X3 Posts)
 Labour Centre: Estcourt Ref No: HR4/4/3/23 (X2 Posts)
 Satellite Office: Greytown Ref No: HR4/4/3/24 (X1 Post)
 Satellite Office: Hammarsdale Ref No: HR4/4/3/25 (X2 Posts)
 Labour Centre: Ixopo Ref No: HR4/4/3/26 (X1 Post)
 Labour Centre: Ladysmith Ref No: HR4/4/3/27 (X3 Posts)
 Satellite Office: Phoenix Ref No: HR4/4/3/28 (X1 Post)
 Labour Centre: Pinetown Ref No: HR4/4/3/29 (X4 Posts)
 Satellite Office: Pongola Ref No: HR4/4/3/30 (X3 Posts)
 Labour Centre: Port Shepstone Ref No: HR4/4/3/31 (X1 Post)
 Labour Centre: Stanger Ref No: HR4/4/3/32 (X1 Post)
 Satellite Office: Umlazi Ref No: HR4/4/3/33 (X1 Post)
 Satellite Office: Umzimkhulu SO Ref No: HR4/4/3/34 (X3 Posts)
 Satellite Office: Umzinto\ Park Rynie Ref No: HR4/4/3/35 (X3 Posts)
 Labour Centre: Verulam Ref No: HR4/4/3/36 (X1 Post)

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

: Ms L Radebe Tel No: (036) 307 0898/7097 (Ladysmith / Bergville)
 Mr SA Mchunu Tel No: (031) 336 1500 (Durban / Bridge City)
 Mr K Naidoo Tel No: (031) 065 0100 (Prospecton / Chatsworth)
 Mr S Pillay Tel No: (036) 638 1900 (Newcastle/ Emadlangeni)
 Mr I Ximba Tel No: (035) 760 1614 (Richards Bay/ Empangeni/ Eshowe)
 Mr J Fakazi Tel No: (036) 352 7767 (Estcourt)
 Mr M September Tel No: (033) 341 5300 (Pietermaritzburg/ Greytown)
 Mr B Gwala Tel No: ((031) 701 7740 (Pinetown/ Hammarsdale)
 Mr P Mtolo Tel No: (033) 212 2768 (Richmond/ Ixopo)
 Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)
 Mr B Zondi Tel No: (032) 541 5600 (Verulam/ Phoenix)
 Mr F Dladla Tel No: (034) 5980 8916 (Vryheid/ Pongola)
 Mr S Biyase Tel No: (039) 688 6900 (Port Shepstone/ Umzinto\ Park Rynie)
 Ms S Mkhize Tel No: (032) 551 7300 (Stanger)
 Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)

APPLICATIONS

: **Deputy Director: Ladysmith Labour Centre**, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN53@Labour.gov.za
Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za (For Bergville Satellite)
Deputy Director: Durban Labour Centre: PO Box 10074, Durban 4056 or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN37@labour.gov.za
Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN37@labour.gov.za (For Bridge City Satellite)
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongintwini 4120 or hand deliver at No.3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN35@Labour.gov.za (For Umlazi Satellite)
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongintwini 4120 or hand deliver at No.3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN24@Labour.gov.za (For Chatsworth Satellite)
Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online

Applications Email to: Jobs-KZN20@Labour.gov.za (For Emadlangeni Satellite)

Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN48@Labour.gov.za (For Empangeni Satellite)

Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN48@Labour.gov.za (For Eshowe Satellite)

Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN26@Labour.gov.za

Deputy Director: Pietermaritzburg Labour Centre: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN41@Labour.gov.za (For Greytown Satellite)

Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za

Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za (For Hammarsdale Satellite)

Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN50@Labour.gov.za (For Ixopo Labour Centre)

Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN53@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: JobsKZN34@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: JobsKZN34@Labour.gov.za (For Phoenix Satellite)

PO Box 430, **Vryheid** or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN58@Labour.gov.za (**For Pongola Satellite**)

Deputy Director: Port Shepstone Labour Centre: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN55@Labour.gov.za

Deputy Director: Port Shepstone Labour Centre: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN55@Labour.gov.za (For Umzintlo Park Rynie Satellite)

Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: JobsKZN40@Labour.gov.za

Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za (For Umzimkhulu Satellite). For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 09/74

MANAGEMENT SUPPORT SERVICES OFFICER REF NO: HR4/4/5/27

SALARY CENTRE REQUIREMENTS

: R325 101 per annum
: Durban Labour Centre
: A qualification at NQF6 as recognized by SAQA in Human Resource Management/ Public Management / Public Administration/ Supply Chain Management/ Financial Management/ Business Management/ Business Administration. One-year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines, Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Batho Pele principle. Skills: Interpersonal skills, Telephone etiquette, interviewing skills, Computer literacy, listening, Communication, Ability to interpret legislation, Problem solving, Basic mediation, Analytical, Report writing, Tactical.

DUTIES : Render Supply Chain Management Function in a Labour Center, Provide Finance, office services including fleet management within a Labour Center. Render a Human Resource management service at a Labour Centre. Responsible for training and performance Management in a Labour Center. Render general administrative work for the Labour Center as and when required.

ENQUIRIES APPLICATIONS : Mr SA Mchunu Tel No: (031) 336 1500
: Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN10@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 09/75 : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR4/4/3/1SADM/UIF (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year Tertiary Qualification (NQF level 6) in Accounting / Financial Management / Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in the Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Public Service Regulations (PSR). General Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report writing. Planning and Organizing. Numeracy. Analytical.

DUTIES : Maintain the debtors' records. Follow up of outstanding debts including legal claims and third party Collection. Prepare and review monthly reconciliations of non SARS Debtors.

ENQUIRIES APPLICATIONS NOTE : Ms V Pillay Tel No: (012) 337 1499/ Ms N Sonti Tel No: (012) 337 1533
: email: Jobs-UIF16@labour.gov.za
: African Males and Females, White Males and Persons with disabilities are encouraged to apply.

POST 09/76 : **CLIENT SERVICE OFFICER: UIF (X128 POSTS)**

SALARY CENTRE : R269 499 per annum
: Labour Centre: Richards Bay HR4/4/3/01 (X2 Posts)
: Satellite Office: Eshowe HR4/4/3/02 (X12 Posts)
: Satellite Office: Empangeni SO HR4/4/3/03 (X12 Posts)
: Labour Centre: Ixopo HR4/4/3/04 (X12 Posts)
: Satellite Office: Bergville HR4/4/3/05 (X12 Posts)
: Satellite Office: Umzinto\ Park Rynie HR4/4/3/06 (X12 Posts)
: Labour Centre: Pinetown HR4/4/3/07 (X10 Posts)
: Satellite Office: Hammarsdale HR4/4/3/08 (X12 Posts)
: Labour Centre: Vryheid HR4/4/3/09 (X2 Posts)
: Satellite Office: Pongola HR4/4/3/10 (X10 Posts)
: Satellite Office: Emadlangeni HR4/4/3/11 (X12 Posts)
: Labour Centre: Stanger HR4/4/3/12 X2 Posts)
: Satellite Office: Umzimkhulu HR4/4/3/13 (X12 Posts)
: Satellite Office: Bridge City HR4/4/3/14 (X4 Posts)
: Labour Centre: Ladysmith HR4/4/3/15 (X1 Post)

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

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

ENQUIRIES

: Mr I Ximba Tel No: (035) 760 1614 (Richards Bay/ Empangeni/ Eshowe)
Mr P Mtolo Tel No: (033) 212 2768 (Richmond/ Ixopo)
Ms L Radebe Tel No: (036) 307 0898/ 7097 (Ladysmith/ Bergville)
Mr S Biyase Tel No: (039) 688 6900 (Port Shepstone/ Umzinto\ Park Rynie)
Mr B Gwala Tel No: ((031) 701 7740 (Pinetown/ Hammarsdale)
Mr F Dladla Tel No: (034) 5980 8916 (Vryheid/ Pongola)
Mr S Pillay Tel No: (036) 638 1900 (Newcastle/ Emadlangeni)
Ms S Mkhize Tel No: (032) 551 7300 (Stanger)
Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
Mr SA Mchunu Tel No: (031) 336 1500 (Durban / Bridge City)

APPLICATIONS

: **Deputy Director: Richards Bay Labour Centre**, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za
Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN46@Labour.gov.za (For Empangeni Satellite)
Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN47@Labour.gov.za (For Eshowe Satellite)
Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN49@Labour.gov.za (For Ixopo Labour Centre)
Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN51@Labour.gov.za
Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN52@Labour.gov.za (For Bergville Satellite)
Deputy Director: Port Shepstone Labour Centre: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN54@Labour.gov.za (For Umzinto\ Park Rynie Satellite)
Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN56@Labour.gov.za
Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN57@Labour.gov.za (For Hammarsdale Satellite)
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN29@Labour.gov.za
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN58@Labour.gov.za (For Pongola Satellite)
Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN59@Labour.gov.za (For Emadlangeni Satellite)
Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: JobsKZN60@Labour.gov.za
Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN15@Labour.gov.za (For Umzimkhulu Satellite)
Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN36@labour.gov.za (For Bridge City Satellite). For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 09/77

: **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY CENTRE

: R269 499 per annum
: Komani Labour Centre, Eastern Cape Ref No: HR 4/4/10/01 (X1 Post)
: KwaMaqoma Labour Centre Eastern Cape Ref No: HR 4/4/10/02 (X1 Post)

- REQUIREMENTS** : Three years' qualification in Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Mr U Thambo Tel No: (045) 807 5400
Mr TD Mgudane Tel No: (046) 645 7700
- APPLICATIONS** : **Deputy Director: Labour Centre Operations:** Private Bag X323, Queenstown, 5320 or hand deliver at No 10 Robison Road, Queenstown or email at Jobs-ECQTN@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, Queenstown
Deputy Director Labour Centre Operations: P O Box 538. Fort Beaufort, 5720 or hand deliver at 529 Alice Road, Fort Beaufort or email at Jobs-ECFOB@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, Fort Beaufort
- POST 09/78** : **SENIOR ADMIN CLERK: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/3/1SACAM/UIF**
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
Unemployment Insurance Fund, Pretoria
Grade 12. Valid Driver's license required. No experience required. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). National Travel Management Framework. Asset Management Framework. Fleet Management. Traffic Regulations. National Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Problem Solving. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report writing. Time Management.
- DUTIES** : Provide fleet administration support service. Render asset management clerical services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section.
- ENQUIRIES APPLICATIONS NOTE** : Ms F Nape Tel No: (012) 337 1578
email: Jobs-UIF17@labour.gov.za
Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 27 March 2026 at 12 pm.
- NOTE** : Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. 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. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 09/79** : **DIRECTOR: KNOWLEDGE MANAGEMENT, GOVERNANCE & COMMUNICATION REF NO: G02/2026**
Term: Permanent
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive). PSR 44 will apply to candidates appointed in the salary level.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree qualification (NQF Level 7) in Public Administration, Business Management, Law, Economics, Development Studies or a related field. Minimum of 10 years relevant experience, of which at least 5 years must be at middle/senior management level, preferably in the public sector. Proven leadership in key stakeholder engagement, and institutional governance. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, public sector governance frameworks, performance management systems, and compliance reporting requirements. Demonstrated experience in institutional governance coordination, executive-level reporting, oversight support, strategic planning and risk management. Proven ability to operate within a high-accountability environment supporting executive authority, including preparation of decision-support documentation, strategic submissions and oversight responses. Competencies Required: Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking

calculated risks based on awareness of social, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Policy Development and Management: Knowledge of relevant legislation, the legislative process and public affairs as it pertains to GTAC. Includes the ability to monitor legislation that is of interest to GTAC. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Financial management: Knowledge, skills, and judgment required to plan, direct, monitor, and control financial resources to achieve strategic objectives effectively and responsibly. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience.

DUTIES

: To lead and manage integrated functions that advance GTAC's strategic partnerships, knowledge management, capacity building, and communications agenda. The role ensures that GTAC effectively collaborates with stakeholders, produces high-quality knowledge products, and strengthens institutional capabilities to support government priorities. Strategic Planning, Performance Monitoring and Compliance: Ensure the approval of the Strategic Processes and compliance-related submissions by the Acting Authority. Facilitate the approval of the AO of strategic, operational, and audit reports required by management and oversight bodies. Develop and manage the strategic, operational and budget plans of the office of the AO. Ensure compliance with applicable legislative frameworks including PFMA, Treasury Regulations, and government communication and knowledge management standards. Remain abreast with the legislation, policies, procedures and processes applicable to the office of the AO. Quality assures the Implementation of systems for quality assurance and continuous improvement across all functions. Coordinate the flow of strategic information between GTAC and key stakeholders, including National Treasury and oversight institutions. Compile, analyse and quality assure executive briefings, submissions, memoranda and decision-support documentation for approval by the AO. Knowledge Management, Research and Capacity Building: Manage special projects as required by the AO. Monitor the learning and development programmes including seminars, workshops, brown bags, and conferences. Communication and Publication Management: Oversee external requests for GTAC information. Give strategic leadership on, and co-ordinate communication with, the media on the portfolio and other activities of the AO. Governance and Institutional Coordination: Provide high-level governance coordination and oversight support to executive governance structures, including EXCO, MANCO and relevant committees. Monitor parliamentary, ministerial and oversight matters affecting statutory responsibilities. Support institutional risk management, governance reporting and alignment of planning, budgeting and performance frameworks within the office of the AO. Provide oversight and coordination support to relevant internal governance structures such as EXCO, MANCO, and project steering committees. Ensure that knowledge and insights generated across programmes inform GTAC governance, planning, and reporting processes. Coordinate the flow of strategic information between GTAC and National Treasury. Ensure that liaison with internal and external roleplayers with regard to matters relating to the portfolio of the AO is done. Co-ordinate and follow up on requests and instructions of the AO to institutions within his/her portfolio. Compile documents and briefing notes as required for the AO. Analyse correspondence and provide executive summary to the AO for decision. Verbally brief and/or ensure that the AO receives documentation and briefing notes for meetings timeously. Establish, implement and maintain efficient and effective communication arrangements with GTAC MANCO and employees. Manage and allocate strategic correspondence received by GTAC to relevant

ENQUIRIES

officials to deal with them. Support institutional alignment with GTAC's mandate and strategic direction. Represent GTAC in strategic and intergovernmental engagements as required.
Kaizer Malakoane, kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 30 March 2026
- NOTE** : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 09/80** : **DIRECTOR-GENERAL: HEALTH REF NO: NDOH 23/2026**
(Five-year Contract)
- SALARY** : R2 352 642 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : This high-level position calls for a person who is in possession of Grade 12 and an appropriate qualification (NQF level 8) in Health Science or related as recognized by SAQA. At least ten (10) years of experience at a senior managerial level of which five (5) must be as a member of the SMS in the Public Service. SMS pre-entry Certificate is required for appointment finalization Proven ability to innovate. High developed liaison, communication and negotiation skills are also official requirements. Must be in possession of

DUTIES

a valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

: As Accounting Officer in overall control of the Department, the successful candidate will be responsible for: Implementation of the 9 Pillars of the Presidential Social Compact for transformation of the Health Sector, adopted by the National Government of South Africa. Ensure that the strategic direction and policies of the Department are aligned with Government priorities, the National Development Plan and other Government strategic documents. Overseeing the provision of corporate management services which includes overseeing the management of financial services and Supply Chain, Legal services, and the provision of advice to management on the adequacy, economic and effectiveness of systems of internal control, risk management and governance processes. Provision of strategic leadership and creation of a social compact for better health outcomes. Implementation of a National Health Insurance Plan. Improving quality of Services. Overhauling the health care system and improve its management. Improving Human Resources Management. Revitalisation of physical infrastructure. Accelerate implementation of HIV and AIDS Plan and reduction of mortality 15 due to TB and other communicable diseases. Mass mobilisation for better health for the population. Review of the Drug policy. Strengthening Research and Development. Effective co-operation and collaboration with other Departments. Chief Advisor to the Minister on Policy matters. Implementation of government health policy. Implement comprehensive integrated health systems and develop programmes, which will provide accessible and improved health services to all South Africans through a primary health care approach. Implement a comprehensive national strategy to control and reduce the spread of communicable and non-communicable diseases and stakeholder mobilisation for that purpose. Ensure proper planning of health resources and facilities to support and evaluate service delivery. Reduce environmental and occupation health risks. Ensure the appropriate use of health technologies and to regulate control and produce essential drugs. Implement policies and programmes to enable people who are disabled to reach their potential to improve the delivery of mental health service and to reduce legal and illegal substance abuse. Reduce maternal, women and child morbidity and mortality and improve the health of young people. Provide information for planning, management and evaluation of health services and health research. Ensure that regulations relating to professional councils are adhered to. Promote regional and interregional co-operation with the health sector according to the government international policy. Supervision of government spending according to policy. Assist in transformation of the Public Service with emphasis on servicing the public rather than on bureaucracy. Assist in developing anti-corruption and anti-fraud programmes. Development and implementation of programmes that will ensure caring and compassionate health science.

ENQUIRIES

: Ms Q Gambu Tel No: (012) 395 8413

POST 09/81

: **DEPUTY DIRECTOR-GENERAL: HOSPITAL TERTIARY SERVICES AND HUMAN RESOURCE DEVELOPMENT REF NO: NDOH 24/2026**

SALARY

: R1 813 182 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS

: Pretoria
: A Grade 12 and NQF 8 in Health, Social Sciences or Public Health. At least 8 years relevant working experience on Senior Management level. Knowledge of and experience in Hospital Management, Tertiary Health Service and Human Resource Development, policy development, implementation, evaluation, and monitoring. in-depth knowledge and understanding of health challenges in South Africa as well as SADC regions. Good communication (written and verbal), interpersonal and computer skills. A creative and an innovative thinker. Willingness to travel frequently and work long irregular hours. Ability to function under pressure. A valid driver's license. The SMS pre-entry certificate is required for appointment finalisation.

DUTIES

: Facilitate appropriate governance of hospitals within a National Health Insurance system. Facilitate the planning and development policies to ensure the effective Training of Health workers in line with the Human Resources for

Health strategy. Development of transversal policies for human resources in the health sector. Development of policies that guide the governance and management of Emergency Medical Services (EMS) in the country. Render effective and efficient Forensic Chemistry Laboratory services to support the Criminal Justice System and reduce the burden of diseases and unnatural causes of death. Responsible for policies that guide the management of and service standards of Forensic Pathology Services. Responsible for providing leadership in development and implementation of policies in nursing education and practice. Responsible for planning, setting norms and standards, monitoring and coordination of the delivery of health infrastructure to enable provinces to plan, manage, modernise, rationalise and transform infrastructure, health technology, hospital management and improve quality of care. Responsible for the management of the provincial health facility revitalisation grant and the infrastructure component of the national health grant. Facilitate the development and implementation of a policy framework for the effective management of secondary and tertiary health services, while ensuring the health system has an adequate number of skilled clinical, technical, and managerial personnel to deliver quality care.

ENQUIRIES

: Ms Q Gambu at Tel No: (012) 395 8413

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>CLOSING DATE</u>	:	27 March 2026
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the post.

OTHER POSTS

<u>POST 09/82</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (LOGISTICS AND DISPOSAL) REF NO: Q9/2026/22</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09) Pretoria (National Office)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 7 in Supply Chain Management, Procurement or Logistics. 3-5 years related logistics management experience at supervisory level. A valid driver's license. Knowledge requirements: Knowledge of LOGIS. PFMA. Treasury Regulations. The construction Industry development board. SCM regulations, practice notes, circulars, policy frameworks. Generic competencies: The ability to work under pressure. Computer literacy. Problem- solving and decision-making skills. Planning and

DUTIES

organizing. Results-driven. Leadership. Technical competencies: Financial management. Written communications. Good interpersonal skills. Supervisory skills. Planning skills, Creativity. Change management skills.

: Coordinate and review the processing of requisitions for goods and services: Receive a requisition. Process requisition. Coordinate the placement of orders for goods and services. Place and order for the service in the case of a service required. Order and acquired goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods. Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Coordinate the control of stock. Continuously monitor inventory. Stock taking according to stock taking plan. Comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal committee for approval. Supervise employees to ensure an effective logistics and disposal management service and undertake all administrative functions required regarding financial and HR administration. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the delivery by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Control and safe guarding of all supply chain documents. Implementation of secure document management and filing systems aligned to PFMA/ MFMA and National Treasury SCM guidelines. Enforcement of access control measures for all physical and electronic SCM records. Maintenance of accurate and complete audit ready records for all procurement processes. Application of confidentiality and information protection standards for supplier and bid information. Regular monitoring, review, and verification of SCM documentation for compliance and integrity. Provision of secure storage Provision of secure storage, backup, and archiving solutions for long -term record retention. Controlled handling, movement, and disposal procedures for sensitive SCM documentation.

**ENQUIRIES
APPLICATIONS**

: Mr T Nteo Tel No: (012) 399 0103

: Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment12@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

FOR ATTENTION

: Ms P Mereko Tel No: (012) 399 0189

POST 09/83

: **SENIOR LABOUR RELATIONS REF NO: Q9/2026/24**

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)

: Pretoria (National Office)

: A relevant National Diploma on NQF Level 6 as recognized by SAQA in Human Resource Management or Labour Relations or Law. Driver's license. Three (3) to five (5) years' experience in the Labour Employee relations environment. Knowledge requirements: Knowledge of Labour Relation Act, Employment Equity Act and Basic Conditions of Employment Act, Disciplinary Code and Procedure and Public Service Regulations. Knowledge of Labour Relations as well Negotiations and Collective Bargaining in the Public Service. Conversant with Public Service Collective Bargaining issues. Good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge of the Labour Relations Act, IPID Act, Public Service Act. Case Law. Technical Competencies: Competent in interviewing, report writing as well as verbal and written communication. Willingness to be on standby and perform overtime duties. Competent and fit to handle a firearm or willing to undergo such a test. Negotiation skills. Planning skills. Creativity.

DUTIES

: Labour Relations Case Management. Handle grievances and misconduct cases. Represent the department in dispute resolution forums (e.g., CCMA, GPSSBC, PSCBC). Ensure labour peace and discipline in the department. Advise employees and management on labour relations-related matters. Labour Relations Policy Development and Implementation. Assist in the

development, review, and implementation of labour relations policies and procedures. Provide guidance on compliance with labour legislation, collective agreements, and departmental policies. Training and Capacity Building. Provide labour relations training to employees, supervisors, and managers. Conduct awareness sessions on grievance procedures, disciplinary processes, and labour legislation. Collective Bargaining and Stakeholder Engagement. Coordinate Departmental Bargaining Chamber (DBC) meetings, including logistics, agenda preparation and minute-taking where applicable. Facilitate communication and consultation between labour and management structures. Promote constructive labour-management relations to support organisational stability. Administration, Reporting, and Record Management. Provide administrative support to the Labour Relations component. Maintain case management records, reports, and databases. Compile monthly, quarterly, and annual labour relations reports.

ENQUIRIES

: Dr D Ntimba Tel No: (012) 399 0041

APPLICATIONS

: Independent Police Investigative Directorate, National Office Private Bag X941 Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

FOR ATTENTION

: Ms P Mereko Tel No: (012) 399 0189

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

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

CLOSING DATE : 08 April 2026
NOTE : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.

OTHER POSTS

POST 09/84 : **ASSISTANT DIRECTOR: PHOTOGRAPHY REF NO: DIRCO0313/01**
 Branch: Public Diplomacy
 Chief Directorate: Multimedia

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
 : Pretoria
 : At least a minimum of three (3) years National Diploma/ Degree (NQF 6) in Photography as recognized by SAQA. At least 3 - 5 years' experience in photography. Competencies: Extensive knowledge and use of digital cameras. Extensive knowledge of editing programs (Adobe Creative Cloud) on Apple Macintosh Computers. Basic understanding of South Africa's foreign policy and diplomacy. Excellent communication skills (written and verbal). Interpersonal skills, networking and negotiation skills, problem-solving and decision making, planning and organizing skills. Time management, creativity and innovation, client orientation, report writing, conflict management.

DUTIES : Provide photographic coverage of Department of International Relations and Cooperation principals, locally and abroad. Provide photographic coverage of DIRCO Departmental events. Prepare and distribute photographic material to internal and external stakeholders in line with applicable prescripts, protocol and procedures. Build and maintain platforms suitable for distribution of DIRCO images.

ENQUIRIES APPLICATIONS : Ms J Moepya Tel No: (012) 351 8754/ Ms V Beshe Tel No: (012) 351 1327
 : Please e-mail your application to asdphoto26@dirco.gov.za

POST 09/85 : **INTERNAL MAIL SECURITY OFFICERS REF NO: DIRCO0313/02 (X6 POSTS)**
 Branch: Office of the Chief Operations Officer
 Directorate: Security Management

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
 : Pretoria
 : At least a minimum of a National Senior Certificate (NQF level 4) as recognized by SAQA. Competencies: Proficiency in the use of English. Good communication skills (verbal and written). Interpersonal skills. Client orientation and customer focus. Confidentiality. Security awareness and sense of responsibility. Good physical health to perform labour intensive duties.

DUTIES : Handling of incoming/outgoing mail items. Perform all administration duties regarding mail distribution. Provide professional counter service to clients at Internal and Diplomatic mail services. Sorting, distribution and dispatch of mail internally and to Missions, according to the relevant prescripts. Provide a fast, effective and secure shredding service.

ENQUIRIES APPLICATIONS : Ms W Matlala Tel No: (012) 351 0514 /Ms N Moyakhe Tel No: (012) 351 0514
 : Please e-mail your application to imsodb26@dirco.gov.za

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- CLOSING DATE** : 30 March 2026
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, 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.

OTHER POSTS

- POST 09/86** : **PRINCIPAL COURT INTERPRETER REF NO: 22/25/NC/UPT**
This is a re- advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Upington
- REQUIREMENTS** : Grade 12/ NQF level 4 and National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Language Requirements: Afrikaans, SeTswana and IsiXhosa; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
- ENQUIRIES** : Mr M. Mokgola Tel No: (053) 802 1300

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu . Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.
<u>NOTE</u>	:	Applicants will be subjected to a technical test/ exercise.
<u>POST 09/87</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 17/2026/SA/WC</u>
<u>SALARY</u>	:	R377 523 – R659 436 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Attorney: Cape Town LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/ litigation experience; A valid driver's license. Skills and Competencies: Interview techniques; Problem solving and analysis; Research; Client orientation and customer focus; Communication (written and verbal) skills; Service delivery innovation; Honesty and integrity; Knowledge management; Decision making; Creative thinking; Technical proficiency; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide representation in lower courts to government on legal and litigation matters, Draft legal opinions, pleadings, notices and contracts; Responsible for the collection of debt on behalf of the state and the payment of legal costs/fees; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopman Tel No: (021) 462 5471 Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>POST 09/88</u>	:	<u>SENIOR COURT INTERPRETER (X5 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Somerset West Ref No: 18/2026/WC (X1 Post) Magistrate Office: Mitchells Plain Ref No: 19/2026/WC (X1 Post) Magistrate Office: Cape Town Ref No: 20/2026/WC (X1 Post) Magistrate Office: Pretoria Ref No: 2026/10/GP (X1 Post) Magistrate Office: Springbok Ref No: 09/26/NC/SPR (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages OR Grade 12 with 10 year's practical experience in court interpreting. A minimum of three years practical experience in court interpreting; Proficiency in two or more indigenous languages; A valid driver's license. Language requirements: Pretoria: English, Setswana or Sepedi and Isindebele; Springbok: English, Afrikaans, SeTswana, IsiXhosa and SeSotho. Skills and Competencies: Planning and organizing; Time management skills; Interpersonal skills; Problem solving and analytical thinking; Listening skills; Communications skills; Computer literacy; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Western Cape: Ms P Paraffin Tel No: (021) 462 5471 Gauteng: Ms V Shiburi Tel No: (011) 332 9000 Northern Cape: Mr M. Mokgola Tel No: (053) 802 1300.
<u>APPLICATIONS</u>	:	Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag

X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu>. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.

NOTE : Applicants will be subjected to a Language test. Separate application must be made quoting the relevant reference number.

POST 09/89 : **ASSISTANT MASTER (MR1 – MR5 (X2 POSTS))**

SALARY : R252 855 – R1 111 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of The High Court Pretoria) Ref No: 2026/12/GP (X1 Post)
Master of The High Court Johannesburg Ref No: 2026/08/GP (X1 Post)

REQUIREMENTS : LLB Degree or four years recognized legal qualification; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Legal research and drafting; Planning and organizing; Dispute resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment; Computer literacy.

DUTIES : Key Performance Areas: Manage the administration of guardian's funds and operation; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administer service points operations; Provide effective people management.

ENQUIRIES : Ms RR Moabelo Tel No: (011) 332 9000

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR <https://forms.office.com/r/X2XaVPasWu>

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

POST 09/90 : **ADMINISTRATION /CRT CLERK (X7 POSTS)**

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

CENTRE : Magistrate Office: Calvinia Ref No: 01/26/NC/CAL (X1 Post)
Kimberley Magistrate Office Ref No: 02/26/NC/KIM (X2 Posts)
Magistrate Office: Pampierstad Ref No: 03/26/NC/PAM (X1 Post)
Magistrate Office: Groblershoop Ref No: 04/26/NC/GROB (X1 Post)
Magistrate Office: Postmasburg Ref No: 05/26/NC/POS (X1 Post)
Magistrate Office: De Aar Ref No: 06/26/NC/DAR (X1 Post)

REQUIREMENTS : Grade 12 or equivalent qualification; Skills and Competencies: Good Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; Maintain records, deal with correspondence; File/store and ensure safekeeping of court documents.

ENQUIRIES : Ms. K. Fritz / Mr Y. Ajimudin Tel No: (053) 802 1300

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR <https://forms.office.com/r/X2XaVPasWu> Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.

<u>POST 09/91</u>	:	<u>ADMINISTRATION CLERK (X7 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Vanderbijlpark Ref No: 2026/13/GP (X1 Post) Master of The High Court Johannesburg Ref No: 2026/07/GP (X1 Post) Magistrate Office Bellville Ref No: 21/2026/WC (X3 Posts) Magistrate Office: Mitchells Plain Ref No: 22/2026/WC (X1 Post) Magistrate Office: Caledon Ref No: 23/2026/WC (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Gauteng: Ms P Raadt Tel No: (011) 332 9000 or Ms T Maphoto Tel No: (011) 332 9000 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Gauteng: 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. Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu For Attention: Western Cape: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 09/92</u>	:	<u>COURT INTERPRETER (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Pretoria Ref No: 2026/11/GP (X1 Post) Magistrate Office: Johannesburg Ref No: 2026/14/GP (X1 Post) Magistrate Office De Aar Ref No: 07/26/NC/DAR (X1 Post) Magistrate Office Springbok Ref No: 08/26/NC/SPR (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12; Proficiency in one or more indigenous languages and English; Three months Practical experience and driver's license will be an added advantage. Language requirements: Pretoria: English, Setswana or Sepedi and Siswati; De Aar: English, Afrikaans, SeSotho and IsiXhosa; Springbok: English, Afrikaans, SeTswana and SeSotho; Johannesburg: English, Xitsonga and IsiZulu / IsiSwati; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Gauteng: Ms V Shiburi or Ms P Raadt Tel No: (011) 332 9000 Northern Cape: Mr N. Leshage Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

- POST 09/93** : **MESSENGER REF NO: 25/2026/WC**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Cape Town
: Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.
- DUTIES** : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>
- POST 09/94** : **SECURITY OFFICER REF NO: 24/2026/WC**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Mossel Bay
: Grade 12; Knowledge of Physical Security procedures and processes; Safety and Security Legislative Framework; PSIRA Grade C; Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organising skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
- DUTIES** : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR: <https://forms.office.com/r/X2XaVPasWu>

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

- APPLICATIONS** : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 27 March 2026
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 09/95** : **PRINCIPAL INSPECTOR REF NO: 058**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)
- CENTRE** : Mpumalanga Region, Witbank
- REQUIREMENTS** : Bachelor Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF 7) Plus Mine Manager's Certificate of Competency or Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years middle/senior management experience in mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code Directives. Skills: Good interpersonal relations.

- Communication verbal and oral. Organisational ability control, interpretation and application of legal matters and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication, Thinking Demand: Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time honesty.
- DUTIES** : Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.
- ENQUIRIES** : Mr. M Zondi Tel No: (012) 444 3663
APPLICATIONS : Email to Recruitment01@dmp.gov.za
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process The Candidate will have to disclose her/ his financial Interests. Indian /Coloured or white female are encouraged to apply.
- POST 09/96** : **PRINCIPAL INSPECTOR REF NO: 059**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : KwaZulu-Natal, Durban
REQUIREMENTS : Bachelor Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF 7) Plus Mine Manager's Certificate of Competency or Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years middle/senior management experience in mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code Directives. Skills: Good interpersonal relations. Communication verbal and oral. Organisational ability control, interpretation and application of legal matters and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication, Thinking Demand: Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time honesty.
- DUTIES** : Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.
- ENQUIRIES** : Mr. X Mbonambi Tel No: (012) 444 3675
APPLICATIONS : Email to Recruitment02@dmp.gov.za
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Candidate will have to

disclose her/ his financial Interests. Indian /Coloured or white female are encouraged to apply.

POST 09/97 : **PRINCIPAL INSPECTOR REF NO: 060**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : Bachelor Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF 7) Plus Mine Manager's Certificate of Competency or Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years middle/senior management experience in mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code Directives. Skills: Good interpersonal relations. Communication verbal and oral. Organisational ability control, interpretation and application of legal matters and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication Thinking Demand: Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time honesty.

DUTIES : Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.

ENQUIRIES : Mr. M Zondi Tel No: (012) 444 3663
APPLICATIONS : Email to Recruitment03@dmp.gov.za
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Candidate will have to disclose her/ his financial Interests. Indian /Coloured or white female are encouraged to apply.

POST 09/98 : **MEDICAL INSPECTOR REF NO: 061**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Pretoria/ Head Office
REQUIREMENTS : An appropriate MBChB Degree and a post graduate qualification in Occupational Medicine (NQF 08). Registered with the HPCSA with a valid driver's license Plus minimum of 5 years middle/senior management level in Occupational Health/ Medicine, Knowledge of: Knowledge of Mine Health and Safety Act and other occupational health related prescripts, knowledge of the mining sector in South Africa and internationally, Knowledge of policy development techniques, Knowledge of policy analysis processes, Knowledge of international legislation and local legislation and interface with mines' health regulations, Knowledge of research processes, knowledge of the Occupational Health trends and challenges, Knowledge of the public service legislation Skills: Management of people and finances, Strategic development and implementation, Policy development, Networking skills, presentation and report writing skills, Stakeholder management, Communication skills, Project management skills, General management skills Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy, Managerial mindset relating to economics, Ability to source or identify sources of credible information from local and international sources.

DUTIES : Resolve disputes on findings of medical unfitness of mine employees through the appeals process as provided for in the MHS Act. Collect and analyse statistics gathered from Medical Reports\ Co-ordinate and ensure quality

assurance of the process to receive and archive mine closure employee medical records. Participate /make inputs in mine health and safety accidents/ accident investigations (occupational medicine). Liaise / collaborate with relevant compensation houses with aspects related to compensation. Provide specialist advice/ information regarding HIV/AIDS/TB in the mining industry and liaise with the Department of Health and other relevant organisations dealing with TB/HIV. Manage the Directorate.

ENQUIRIES : Dr. D Mokoboto Tel No: (012) 444 3613
APPLICATIONS : Email to Recruitment04@dmp.gov.za
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process The Candidate will have to disclose his/her financial Interests. Indian, Coloured or White female are encouraged to apply.

OTHER POSTS

POST 09/99 : **SENIOR INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: 062**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive package)
CENTRE : North-West Region, Klerksdorp
REQUIREMENTS : A/An appropriate National Diploma in Occupational Hygiene/Environmental Health (NQF Level 6) PLUS certificate in Mine Environmental Control plus a valid driver's licence, with a minimum of 3-5 years experience in occupational hygiene, Knowledge of: Mine Health and Safety Act and Regulations & Legal. Hazard Identification and Risk Management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act; DMPR Policy and staff codes. Management skills- Planning, Leading, Organising and controlling. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions Negotiation skill. Language proficiency. Computer skills Thinking Demand: Innovative thinker. Analyse situations carefully. Make fair and reasonable decisions. Receptive to suggestions and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.

DUTIES : Coordinate and conduct underground, shaft, and surface audits and inspections on matters relating to occupational hygiene exposures, stressors, and other matters relating to occupational hygiene. Coordinate, conduct and report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMP's, and township development. Provide Managerial activities.

ENQUIRIES : Mr. J Melembe Tel No: (018) 487 4300
APPLICATIONS : Email to Recruitment05@dmp.gov.za
NOTE : 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. Indian /Coloured or white female are encouraged to apply.

POST 09/100 : **INSPECTOR: MINE EQUIPMENT REF NO: 063**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : North West Region, Klerksdorp
REQUIREMENTS : A National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years experience in mining and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers,

Plants. Hazard and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines, winders lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard; and applications of exemptions, permission and approvals.

ENQUIRIES : Mr. J Melembe Tel No: (018) 487 4300

APPLICATIONS : Email to Recruitment06@dmp.gov.za

NOTE : 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. Indian, Coloured or White female are encouraged to apply.

POST 09/101 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: 064**

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

CENTRE : North West Region, Rustenburg

REQUIREMENTS : A National Diploma in Mining Engineering NQF6 with a Mine Manager's Certificate of Competency with a minimum 3 years' experience in mining Plus a valid driver's licence Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code. Directives, Skills: Ability to interpret and apply Mine Health and Safety Act. Management skills, planning, leading, organising and controlling. Report writing and formulation. Good interpersonal relation. Be able to recommend mine engineering solutions. Negotiation skills. Conflict resolution. Computer literacy. Language proficiency Thinking Demands: Innovative thinker. Analyse situations carefully. Make fair and reasonable decisions. Receptive to suggestions and ideas. Dynamic personality.

DUTIES : Conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on min related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closure, prospecting rights, EMP's, and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES : Mr M Mothiba Tel No: (014) 594 9240

APPLICATIONS : Email to Recruitment07@dmp.gov.za

NOTE : 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. Indian or White female are encouraged to apply

POST 09/102 : **INTERNAL AUDITOR: INFORMATION TECHNOLOGY REF NO: 065**

SALARY : R397 116 per annum (Level 08)

CENTRE : Head Office/Pretoria

REQUIREMENTS

: National Diploma in Internal Auditing, Accounting, Information Technology, Computer Science, Information Systems, Cybersecurity, Minimum of 2 years Information Technology Audit Experience, Valid driver's License. Knowledge of: Internal Auditing Standards (IPPF), ISACA Standards, Risk Management and Control Frameworks (e.g., COSO, COBIT, ITIL), Regulatory Compliance Requirements, Use of Audit Tools, Organizational Policies and Procedures, Performance Auditing Principles and Methodology, Annual Performance Plans (APPs) and Strategic Plans, Government-Wide Monitoring and Evaluation System (GWMES), National Evaluation Policy Framework (NEPF). Skills: Project Management, Technical Skills (understanding of system design, basic understanding of technical processes involved in mining environments). DPSA Corporate Governance of Information and Communication Technology Policy Framework (CGICTPF). Cybersecurity Awareness (Risks, Governance and Regulations) Business Continuity and Disaster Recovery. Awareness of Protection of Personal Information Act (POPIA). Use of Data Analytics. Basic Understanding Artificial Intelligence. Interviewing and investigation skills. Computer Literacy (Word, Excel, PowerPoint, Outlook). Communication (Verbal and Written) Thinking Demand: Analytical Thinking. Problem solving skills. Information evaluation.

DUTIES

: Conduct Audit Planning and prepare Audits by gathering preliminary information and supporting the development of risk-based audit programs. Perform audit execution by carrying out audit tests, documenting findings in line with IIA Standards, and evaluating internal controls, processes, and regulatory compliance. Ensure effective reporting and documentation by preparing clear draft Findings Worksheets and supporting findings with sufficient and appropriate evidence. Do follow-ups and monitoring by tracking the implementation of audit recommendations and reporting corrective action progress to the Assistant Director. Maintain compliance and continuous improvement by staying updated on auditing standards and contributing to process enhancement initiatives within the audit function.

ENQUIRIES

: Mr B Mahlangu Tel No: (012) 444 3076

APPLICATIONS

: Email to Recruitment08@dmpr.gov.za

NOTE

: 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. Assisting with directorate and Audit Committee Preparation and Administration. Indian, Coloured or White male and persons with disabilities are encouraged to apply.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 30 March 2026
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the npa is not in a position to pay resettlement costs
- ERRATUM:** Kindly take note that the post of TCC: Coordinator (TCC: Grey) Eastern Cape with Ref No: Recruit 2025/172 advertised in Public Service Vacancy Circular 15 dated 09 May 2025 is hereby withdrawn.

OTHER POSTS

- POST 09/103** : **CHIEF CRIMINAL INVESTIGATOR REF NO: RECRUIT 2026/52 (X2 POSTS)**
Investigating Directorate Against Corruption
Re-advert
- SALARY** : R1 266 714 per annum (Level 13), (Total cost package)

<u>CENTRE REQUIREMENTS</u>	: Pretoria: Head Office : An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech qualification in policing and /or criminal investigation related. At least ten (10) years' experience in criminal investigation of which five (5) years should be at middle management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certified fraud examiner or ICFP (Institute of Commercial Forensic Practitioners) SA accreditation would be an added advantage. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised investigation courses. Experience in testifying criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, general management, and empowerment. Administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision-making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the Criminal Procedure Act 51 of 1977, Prevention Organized Crime Act 121 of 1988, with emphasis on racketeering, money laundering and asset forfeiture provisions, the NPA Act, Prevention and combating of corrupt activities Act 12 of 2004. Knowledge of writing skills, legal and administration, logistics management internal control and risk management, Knowledge of the NPA and policies and procedures relevant to the job functions. Valid driver's license.
<u>DUTIES</u>	: Manage strategic planning and implementation of investigations. Coordinate and manage stakeholder relations with regards to investigations. Oversee the conducting of criminal quality investigations within the allocated responsibilities of the investigation groups. Oversee national criminal investigative projects. Oversee the execution of special operations in line with the provisions of relevant legislation. Manage human resources.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Naledi Modise Tel No: (012) 845 7738 : e mail: Recruit202652@npa.gov.za : This is an NPA Act position.
<u>POST 09/104</u>	: <u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/53</u> National Prosecutions Service Re-advert
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package) : CPP: Upington : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Experience as a District Court and/or Regional Court Control Prosecutor will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Extensive prosecutorial or litigation experience regarding common law offences, Racketeering, Money Laundering, Gang related offences, commercial crimes, fraud corruption related matters. Knowledge of Prevention of Organized Crime Act and financial or accounting background. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. Computer literacy skills. A valid drivers licence.
<u>DUTIES</u>	: Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial, corruption and organized crime matters. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties

related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit202653@npa.gov.za

POST 09/105 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
CENTRE : CPP: Thohoyandou (Giyani) Ref No: Recruit 2026/54
CPP: Ntuzuma (Pinetown) Ref No: Recruit 2026/55
CPP: Ntuzuma (KwaDukuza) Ref No: Recruit 2026/56

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: Thohoyandou (Giyani) Thuba Thubakgale Ref No: (015) 045 0285
CPP: Ntuzuma (Pinetown); CPP: Ntuzuma (KwaDukuza) Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003

APPLICATIONS : CPP: Thohoyandou (Giyani) e mail: Recruit202654@npa.gov.za
CPP: Ntuzuma (Pinetown) e mail: Recruit202655@npa.gov.za
CPP: Ntuzuma (KwaDukuza) e mail: Recruit202656@npa.gov.za

POST 09/106 : **SENIOR PUBLIC PROSECUTOR (TUTOR) REF NO: RECRUIT 2026/57**
National Prosecutions Service

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : CPP: Durban

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP

office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : CPP: Durban e mail: Recruit202657@npa.gov.za

POST 09/107 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/58**
National Prosecution Service

SALARY : R1 195 110 – R1 859 814 per annum (Level LP 9), (Total cost package)
CENTRE : DPP: Mmabatho
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI senior Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit202658@npa.gov.za

POST 09/108 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/59 (X2 POSTS)**
National Prosecutions Services
Re-advert

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : DPP: Kimberley (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in legal practice will be added advantage. At least three (3) years' experience in the prosecution of organised crime cases. Admission as an advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in

section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial, corruption and organized crime matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail: Recruit202659@npa.gov.za

POST 09/109 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/60**
Specialised Commercial Crime Unit

SALARY CENTRE REQUIREMENTS : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
: Gqeberha
: 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 and statutory offences of the Prevention and Combating of Corrupt Activities Act of 2004, the Cyber Crimes Act of 2020, the Local Government: Municipal Finance Management Act of 2003 Public Finance Management Act of 1999 and Prevention of Organised Crime Act of 1998. 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. A valid driver's license.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Nosiseko Mabaleka Tel No: (012) 842 1465
: e mail: Recruit202660@npa.gov.za

POST 09/110 : **SENIOR STATE ADVOCATE (STU) REF NO: RECRUIT 2026/61**
National Prosecutions Services
Re-advert

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy, and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors, and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e mail: Recruit202661@npa.gov.za

POST 09/111 : **SENIOR CRIMINAL INVESTIGATOR REF NO: RECRUIT 2026/64 (X8 POSTS)**
Investigating Directorate Against Corruption
Re-advert

SALARY : R1 059 105 per annum (Level 12), (Total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. Minimum five (5) years criminal investigation experience with three (3) years' operational management experience. Demonstrable competency in acting Independently,

Professionally, Accountable and with Credibility. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation. Certified Fraud Examiner or ICFP SA accreditation and/or experience in managing and directing forensic service providers in criminal and forensic matters are advantages. Experience in testifying in regional and superior courts (persons found to be unreliable witness in any court are disqualified from application). Knowledge of the common law, legislation, and regulations, specifically: Zondo Commission Report. Financial Action Task Force (FATF) Recommendations for South Africa. National Anti-Corruption Strategy. Job knowledge, quality of work, communication, planning and execution. Management of human and financial resources. A valid driver's licence.

DUTIES : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure/conduct the criminal investigations within the allocated responsibilities of the investigations group. Manage national criminal investigative projects and administrative functions. Manage/ execute special operations in line with the provisions of relevant legislation. Manage and develop employees.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: (012) 845 7727
: e mail: Recruit202664@npa.gov.za

POST 09/112 : **STATE ADVOCATE REF NO: RECRUIT 2026/62 (X2 POSTS)**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
: DPP: Bloemfontein (OCC)

: 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. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

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

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
: e mail: Recruit202662@npa.gov.za

POST 09/113 : **STATE ADVOCATE REF NO: RECRUIT 2026/63**
Asset Forfeiture Unit
Re-advert

SALARY CENTRE REQUIREMENTS : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
: Mmabatho

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added

		advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES APPLICATIONS</u>	:	Jennifer Jefftha Tel No: (012) 845 6419
	:	e mail: Recruit202663@npa.gov.za
<u>POST 09/114</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2026/65</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Modimolle (Praktiseer)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail: Recruit202665@npa.gov.za
<u>POST 09/115</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Port Shepstone Ref No: Recruit 2026/66
	:	CPP: Pietermaritzburg Ref No: Recruit 2026/67
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote

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

ENQUIRIES : CPP: Port Shepstone & CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : CPP: Port Shepstone e-mail: Recruit202666@npa.gov.za
CPP: Pietermaritzburg e-mail: Recruit202667@npa.gov.za

POST 09/116 : **PROTECTOR RREF NO: RECRUIT 2026/68**
Office for Witness Protection

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Free State

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Policing or equivalent. Must have at least two (2) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a SWAT/VIP Protection course or Tactical Policing Training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of and experience of undercover work will be added advantage. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.

DUTIES : Provide services regarding the admission of witnesses. Apply risk management to avoid potential threats and apply counter surveillance techniques. Handle and monitor Section 204 witnesses. Manage and protect witnesses and related persons and ensure their safety and wellbeing. Attend to day-to-day needs of witnesses and / or related persons. Render operational services during Court protections, consultations, and other planned operations. Render administrative and financial support services. Compile operational documents. Compile reports and apply proper record keeping on all witness related matters. Provide Asset management support services. Liaise and build relationships with Stakeholders and all role players. Monitor the status of cases and arrangements for consultations and court protections. Engage with medical and counselling professionals.

ENQUIRIES : Miranda Uys Tel No: (031) 334 5331
APPLICATIONS : e mail: Recruit202668@npa.gov.za

POST 09/117 : **ICT ADMINISTRATOR REF NO: RECRUIT 2026/69**
Investigating Directorate Against Corruption
Re-advert

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2025, Wide Area Network and User Administration, Active Directory 2016, MS Exchange Online, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able

to work in a team and independently. Knowledge of Microsoft Office Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's licence required.

DUTIES : Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2025 and MS Exchange online client. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES APPLICATIONS : Matodzi Makhari Tel No: (012) 845 6012
: e mail: Recruit202669@npa.gov.za

POST 09/118 : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2026/70**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), (excluding benefits)
: DPP: Bloemfontein
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years' experience in the field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills , ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. A valid driver's license.

DUTIES : Provide financial support services to the region. Provide supply chain administration services to the region. Monitor the provision of Asset Management services within the region. Monitor and Manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the regional office. Supervisor staff members.

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
: e mail Recruit202670@npa.gov.za

POST 09/119 : **FINANCIAL ANALYST REF NO: RECRUIT 2026/71**
Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), (excluding benefits)
: Cape Town
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses

of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.

ENQUIRIES APPLICATIONS : Joyce Marogoa Tel No: (012) 845 6700
e mail: Recruit202671@npa.gov.za

POST 09/120 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/72**
Strategy Operational and Compliance: Organisational Development

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07), (excluding benefits)
Pretoria: Head Office
An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or related qualification i.e Industrial Psychology. Minimum one (1) year experience in the field of organizational development/design. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Strong knowledge of organisational development & design, job evaluation process, change management, organisational behaviour, information management and project management (principles and methodologies). Knowledge of various DPSA directives, circulars etc. related to organisational development/design. Knowledge of Human Resource Management and labour relations in general. Practical knowledge of Microsoft Office Suite (Specifically Visio, Project, Word, Excel, Powerpoint and Outlook). Communication skill (both written and verbal). Administrative systems skills. Good report writing skill. Public administration skill. Finance management skill. Planning skills. Attention to details. Valid drivers license.

DUTIES : Compile & review job descriptions as well as filing thereof. Conduct job evaluation benchmarking to determine job grading. Provide job evaluation administration services. Render organisation development administrative duties. Provide administrative support on change management projects. Carry out general administrative duties to support the Directorate OD e.g. arrangement of meetings, arrangement of travelling, etc.

ENQUIRIES APPLICATIONS : Vukosi Shibambu Tel No: (012) 845 6211
e mail: Recruit202672@npa.gov.za

POST 09/121 : **REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2026/73**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07), (excluding benefits)
DPP: Eastern Cape (Makhanda)
An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of how to manage documents registry will be an added advantage. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook.

DUTIES : Supervise and render administrative support services to the administrative section. Supervise and provide personnel administration services within the component. Assess staff performance. Checking the updating of relevant registers. Allocate daily work and ensure quality of work is of high standard. Ensure proper maintenance of files, pending files, correct referencing of all incoming mail/documents and keep proper records of movements of files within the office. Managing staff with the opening and closing files according to the record classification system and proper filing of documents both electronic and manual. Ensuring monthly inspections are done in the administrative section.

ENQUIRIES APPLICATIONS : Pumza Magaxa Tel No: (046) 602 3000
e mail: Recruit202673@npa.gov.za

- POST 09/122** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/74**
National Prosecutions Service
- SALARY** : R228 321 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Eastern Cape (Makhanda)
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Provide high quality administrative support in the document centre administrative section. Receiving and screening telephone calls regarding matters and handling of relevant enquiries. Type documents for the office. Operate office equipment like fax machines and photo copiers. Open new files and ensure all correspondence is filed correctly on all relevant files. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the Advocates in the office. Maintaining of the document centre filing system for the relevant files and drawing monthly pending files. Liaise with other offices regarding the matters dealing with in the document centre.
- ENQUIRIES** : Pumza Magaxa Tel No: (046) 602 3000
APPLICATIONS : e mail: Recruit202674@npa.gov.za
- POST 09/123** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/75**
National Prosecutions Service
- SALARY** : R228 321 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Ntuzuma (KwaDukuza)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook.
- DUTIES** : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Perform any other duties as deemed necessary by the supervisor/manager.
- ENQUIRIES** : Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit202675@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



- APPLICATIONS** : Applications can be submitted using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered.
- FOR ATTENTION** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
- CLOSING DATE** : 27 March 2026
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 09/124** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: NSG 08/2026**
Job Purpose: To provide executive support, coordination and oversight to the Principal (Director-General) and the Office of the Principal by ensuring integrated planning, effective information flow, executive advisory services, institutional responsiveness, and strengthened decision-making through liaison, quality assurance, stakeholder interface and governance support.
- SALARY** : R1 266 714 per annum (Level 13), an inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum bachelor's degree or equivalent (NQF level 7) in the field of Public Administration or Public Management Political Science, Development Studies, Business Administration or a related field Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). The incumbent may be assigned as the designated lead or facilitator for any core functional area within the Directorate's mandate

(appointment as Deputy Information Officer). Experience: Five (5) years' experience at a middle/senior managerial level providing executive support, strategic coordination or advisory services in the public sector. Demonstrated experience in strategic planning, policy analysis, governance, reporting and institutional coordination. Experience working with political principals, oversight structures, and high-level stakeholders is essential. Knowledge: Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Skills Development Act, Public Finance Management Act). Public sector governance, executive support functions and institutional coordination practices. Public administration, public policy processes and government planning and reporting cycles. Legislative and policy frameworks: Constitution, PFMA, PSA, PAMA, MISS, PAIA, POPIA and Treasury Regulations. Government protocol, Cabinet and Cluster systems, parliamentary processes and intergovernmental relations. Strategic planning, monitoring and evaluation, risk management and policy analysis. Executive communication, briefing systems, corporate governance and decision-support processes. Knowledge of stakeholder management methodologies and issue-management approaches. Batho Pele Principles. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Skills: High-level analytical, interpretative and synthesis skills. Executive writing, speech writing, policy brief development and communication. Strategic planning, coordination and project management. Problem-solving, judgement and decision-making. Stakeholder engagement, negotiation and diplomacy. Excellent interpersonal and professional communication skills. Advanced computer literacy (MS Office suite, digital collaboration tools). Information management, workflow management and organisational skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to details. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Analyse, synthesise and quality-assure strategic submissions, reports and briefing notes for the Principal to support informed decision-making. Provide advisory support on institutional priorities, emerging policy issues, sector trends and risks affecting the NSG. Coordinate the development of executive communication, speeches, talking points and strategic inputs. Manage executive

correspondence, oversee quality assurance processes and ensure adherence to protocols and timelines. Support the Principal on strategic engagements by preparing agendas, research notes, policy briefs and follow-up actions. Monitor the implementation of key directives and decisions issued by the Principal, ensuring accountability and timely reporting. Coordinate the development and integration of strategic, operational and performance information for the Office of the Principal. Manage processes for MANCO, EXCO, governance committees and other internal structures to ensure well-coordinated and compliant submissions. Establish tracking mechanisms for institutional commitments, Cabinet/Cluster decisions, parliamentary queries and performance reporting obligations. Facilitate alignment between the Office of the Principal and branches on priorities, risks, critical projects and institutional messaging. Oversee executive internal communication channels to ensure accurate, timely and coherent information flow. Provide oversight of executive diaries, logistical arrangements and workflow to support efficiency and responsiveness. Oversee issue-management processes, including synthesising institutional challenges, escalations and risks for executive attention. Provide a central coordination point for branches to engage with the Office of the Principal on strategic matters. Facilitate coherent institutional responses to queries from oversight bodies, the Ministry, parliamentary committees and central departments. Support crisis-response coordination and prepare executive situational analyses to aid rapid interventions. Monitor cross-cutting institutional projects and provide progress briefs to the Principal. Track and manage reputational risks and prepare executive responses and mitigation updates. Coordinate strategic engagement with key partners through high-level meetings, dialogues and collaborative platforms. Build and maintain relationships with government departments, HEIs, research bodies and development partners to support institutional collaboration. Facilitate cooperative initiatives with internal and external stakeholders to advance institutional priorities. Manage stakeholder communication and information exchange to strengthen collaborative efforts. Maintain stakeholder mapping, engagement plans and follow-up processes to ensure sustained partnerships. Coordinate the Principal's participation in national, continental and international collaborative forums. Manage the resources (people, finance, systems, assets) allocated within the directorate. Manage the implementation of operations management within the business unit, including determining service standards, standard operating procedures, business process management, total quality management, and digital transformation. Develop appropriate strategies and plans for achieving performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of employees and service providers who are expected to accomplish assigned duties efficiently, effectively, and competently and to strive for improvement and excellence in all work performed.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : Apply Online Via This Link: [APPLICATION FOR DIRECTOR: EXECUTIVE SUPPORT NO: NSG 08/2026 – Fill out form](#)

OTHER POST

POST 09/125 : **DEPUTY DIRECTOR: OUTCOMES & IMPACT REF NO: NSG 09/2026**

SALARY : R896 436 per annum (Level 11), an inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification on NQF level 7 in the field of Business, Commerce and Management Studies, Human and Social Studies. Experience: 3 years' experience in a Monitoring and Evaluation environment at supervisory / management (ASD) level. Proven experience in the development of evaluation tools/instruments; compilation of evaluation reports, dissemination of findings and recommendations. Proven experience in the planning, designing and implementing of qualitative and quantitative M&E instruments, including the development of evaluation plans for Outcome and Impact evaluations. Extensive experience in the analysis of quantitative and qualitative data, using the relevant software where applicable. Knowledge: Thorough understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and

Management Act; Public Service Regulatory Frameworks; the Government wide M&E Policy and the National Evaluation Policy Framework). Specialist theoretical and analytical techniques, including extensive applied knowledge in monitoring & evaluation of programmes, projects, training interventions, and demonstrated ability to present analytical findings to different audiences. Practical knowledge and experience of statistical analysis and interpretation of data. Selecting and /or defining indicators, evaluation methodologies, data collection methods and reporting formats. Total Quality Management Systems inclusive of monitoring and evaluation in the ETD environment. Advanced computer literacy and practical knowledge of the use of software for monitoring and evaluation of training interventions, webinars. (Mentimeter, Google Forms, MURAL, SPSS, Atlas TI, Lime survey, Survey monkey). Competencies Skills: Strategic thinking and problem-solving skills. Advanced analytical skills in identifying and evaluating best practices. Exceptional written, organisational and verbal communication skills. Strong interpersonal skills. Attention to detail. Presentation and facilitation skills. Project management skills. Good research skills to produce credible and useful results that should help to guide organisational planning, decision making and curriculum development. Must be able to work in an automated M&E environment. Creativity skills, as monitoring and evaluation is not done in a linear and one size fits all approach. Innovative thinking. The ability to work under pressure and with group dynamics. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with monitoring and evaluation practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; trustworthy. Detail oriented; creative and innovative. Ability to work under pressure. Travel extensively and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Plan, implement and manage the systematic monitoring of ETD interventions, in line with defined M&E frameworks, policies and standard operating procedures. Undertake continuous assessment of ETD interventions to determine whether these are being undertaken as planned, and against key performance indicators. Develop, quality assure and provide feedback on relevant reports (Facilitator and Participant Evaluation Reports) in line with defined M&E frameworks, policies and standard operating procedures. Manage monthly, quarterly and develop annual data statistical reports, undertake the necessary analysis and provide recommendations for improvement. Generate online survey links (special projects, master classes, seminars and webinars), analyse data and compile reports on the feedback received from surveys. Provide guidance, advice and support on the monitoring, evaluation, and reporting frameworks of the National School of Government. Plan, implement and manage the evaluation (design evaluations, programme evaluations, acquired learning evaluations, outcome evaluations and impact evaluations, including any other relevant evaluations) of ETD interventions, towards the achievement of results, milestones, and impact of the outcomes based on the use of performance indicators. Develop, quality assure and provide feedback on relevant reports in line with defined M&E frameworks, policies and standard operating procedures. Plan and conduct Evaluations of Acquired Learning (EALs) of identified ETD interventions by designing instruments, project plans for the evaluations and compiling reports for approval. Plan, design instruments for and conduct outcome evaluations of identified ETD interventions. Provide feedback to all stakeholders on the findings and follow up on action plans submitted by the various programme managers. Compile outcome evaluation reports and evaluate the application of learning that occurred at a participant, business unit and institutional level. Plan, implement and manage impact evaluation studies of identified ETD interventions. Design, pilot and manage relevant instruments for conducting impact evaluations. Implement impact evaluation plans, gather the relevant data and provide monthly progress reports. Compile annual progress reports on impact evaluation studies (phase 1) and submit final reports on identified impact evaluations. Provide evaluation

feedback to the relevant stakeholders at close out of the impact evaluations. Facilitate the utilisation of evaluation findings for enhanced learning, sharing, ETD improvements, planning and decision making. Develop survey links and manage the capturing of data related to all M&E activities. Manage the data process (including capturing, efficiency, correctness, verification and quality) within determined time frames. Manage the quality of information produced, through detailed analysis of data. Manage the processes related to information on the management information systems. Develop and maintain systems to support evidence-based decision making in the NSG. Manage the allocated resources (people, finance, systems, assets, contracts) within the sub-directorate. Prepare reports on the performance of the sub-directorate against performance plans, business requirements and performance targets and present these during management meetings. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub directorate, as well as mitigation plans, including business continuity plans. Support the functioning of relevant committees. Provide strategic input at M&E related forums, task teams, seminars and workshops.

ENQUIRIES
APPLICATIONS

: Mpho Mugodo Tel No: (012) 441 6017
: Apply Online Via This Link: [APPLICATION FOR DEPUTY DIRECTOR: OUTCOMES & IMPACT REF NO: NSG 09/2026 – Fill out form](#)

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **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.
- : **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 X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- : **Eastern Cape/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu 8 & Stalwart Simelane Streets, Durban, 4000.

CLOSING DATE

: 27 March 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation 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 of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 09/126** : **DEPUTY DIRECTOR: ETHICS AND INTERGRITY MANAGEMENT REF NO: 2025/422/OCJ**
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Applicants should be in possession of a three (3) year National Diploma in Public Management /Public Administration or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of five (5) years experience in Ethics, Integrity and Management of which three (03) years must be at Junior Management/ Assistant Director level. Certified as an Ethics Officer and a valid driver's license will serve as a requirement., practice and processes in the public service. Knowledge of various DPSA directives and circulars. Knowledge of Public Service Act, Knowledge of Public Service 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. Knowledge and skills: Knowledge of the Constitution of South Africa; Good knowledge of organisational design principles, framework, policies, system, Regulations, PFMA, Treasury Regulations. Prevention and Combating of Corrupt Activities Act, Understanding of Public Service Regulatory Framework, Legislations, National Anti-Corruption Strategy and forensic investigation. Understanding of government programmes and priorities. Batho Pele Principles. Problem solving Skills; Project Management skills; Communication skills (written and oral), financial management skills; strategic skills; analytical skills; Report writing skills; Presentation skills; Planning and organising skills; Computer Literacy (Word, PowerPoint & Excel).
- DUTIES** : Develop and monitor the implementation of ethics and integrity, fraud prevention and anti-corruption framework, policies and strategies: Conduct a relevant stakeholder engagement on ethics management, fraud prevention and anti-corruption strategy. Maintain ethics and integrity, fraud prevention and anti-corruption, framework, policies, strategy and implementation plan. Manage the administration of financial disclosures in the department, including lifestyle audit review: Monitor the submission of the financial disclosure by the designated employees (SMS members and other categories of designated employees). Monitor the verification of the disclosure forms submitted by the other categories of designated employees. Conduct the lifestyle audit on the disclosure forms submitted by the SMS members. Ensure the implementation of the ethics management program: Monitor the implementation of other remunerative work (ORW) system. Develop and conduct awareness program

on ethics and integrity, Provide strategic advice on the management of conflict of interest (external and internal). Promote ethics and integrity within the OCJ: Ensure the identification of systematic and recurring risks. Analyse ethics and corruption risks that prevents and deters unethical conduct and acts of corruption. Develop and implement education and awareness program for the prohibition on employees conducting business with the state. Manage the Sub-Directorate: Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements.

ENQUIRIES

: Technical Related Enquiries: Ms Bam Tel No: (010) 493 2629
 HR Related Enquiries: Mr K Mphela No: (010) 493 2527/2619

APPLICATIONS NOTE

: Applications can be sent via email at 2025/422/OCJ@judiciary.org.za
 : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 09/127

: **JUDGE SECRETARY REF NO: 2025/425/OCJ**

SALARY

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

CENTRE REQUIREMENTS

: Eastern Cape Division of The High Court: Mthatha
 : Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law Degree. Results must accompany the application. A minimum of one (1) year secretarial experience or as an Office Assistant. A valid driver's licence 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. Knowledge and skills: Proficiency in English. Good communication skills (verbal and written). Administration and organisational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the

- submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.
- ENQUIRIES** : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/425/OCJ@judiciary.org.za
: The Organization will give preference to candidates in line with Employment Equity.
- POST 09/128** : **REGISTRAR REF NO: 2025/423/OCJ**
- SALARY** : R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberly
: Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be 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. Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and controlling, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy and Observance of confidentiality.
- DUTIES** : Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Technical Related Enquiries: Adv. D Plaatjies Tel No: (053) 492 3522
HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/423/OCJ@judiciary.org.za
: The Organization will give preference to candidates in line with the Employment Equity.
- POST 09/129** : **REGISTRAR REF NO: 2025/424/OCJ**
Twelve (12 Months Contract)
- SALARY** : R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberly
: Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be 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. Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and control, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy and Observance of confidentiality.
<u>DUTIES</u>	:	Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Adv. D Plaatjies Tel No: (053) 492 3522 HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/424/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity
<u>POST 09/130</u>	:	<u>ADMINISTRATION CLERK: DCRS REF NO: 2026/428/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate. A minimum of one (1) year experience in court recording, exposure to Court related functions and a valid driver's license 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. Skills and competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills.
<u>DUTIES</u>	:	Perform digital recording of court proceedings and ensure the integrity of such recordings. Provide administrative support at circuit courts. Collection of statistics. Provide administrative support in general for court performance and case flow management. Provide any other administrative support in relation to caseload, HR, Finance and Supply Chain as required by the Judiciary, Court Manager, Chief Registrar and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management. Operating a DCRS/CRT machine.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2025/428/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 09/131</u>	:	<u>USHER MESSENGER SUPERVISOR REF NO: 2025/429/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 9500 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division High Court, Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate. A minimum of three (3) years' experience as an Usher Messenger. A valid driver's license will serve as 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. Knowledge and Skills: Knowledge of relevant legislations, Planning and organizing skills, supervisory skills, communication skills, good interpersonal skills, decision making skills, listening skills, computer skills, attention to detail and ability to work under pressure.

DUTIES : Allocate Usher messengers to the Judiciary for provision in the courtroom and for the Judge' Chambers. Draft the final court roll per day for all civil trials & opposed matters, appeals & criminal matters, including postponed matters. Provide administration support functions to the Judges and staff in the unit. Ensure usher messengers follow security and confidentiality procedures when handling official documents. Compile monthly statistics to evaluate productivity of usher messengers. Conduct in-house training of officials. Coordinate tasks allocated to assist the office of the Judge President and Deputy Judge President. Facilitate collection and delivery of post to and from the post office. Co-ordinate and distribute court rolls on the noticeboards to the relevant judiciary. Provide support with the scheduling of court matters. Negotiate the court rooms allocation with Judges in times of shortages. Allocate courtrooms based upon the type of case, needs of the case and the Judicial Office. Ensure that the relevant signs are placed relating to accused person seating arrangements in criminal matters. Determine the needs from Judges relating to courtrooms. Ensure IT is informed of MS Teams or Court online case set up requirements for specific courts. Provide support with re-arrangement of courtrooms for special functions such as memorials. Provide support to legal practitioners with oversize exhibits for use in courtroom. Attend to media outlet set up in courts once approved by the Judge/Court Manager. Distribute the files between Judges & the administration offices. Collect motion files from the typist to the Judges and deliver to the usher/ court and Judges chambers. Sort, check and monitor safekeeping of the court files. Circulate Court rolls according to the distribution list. Ensure that files are taken by the usher to typists when matter is finalized. Supervise the collection and distribution of court files. Ensure that ushers return to court after adjournments and remain in court. Ensure general supervision of employees. Allocation of duties and quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees. Manage performance, conduct and discipline of employees. Ensure that all employees develop. Implement and monitor work systems and processes to ensure efficient functioning. Assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

ENQUIRIES : Technical Related Enquiries: Ms N Hanekom Tel No: (021)480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS : Applications can be sent via email to: 2025/429/OCJ@judiciary.org.za

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

POST 09/132 : **USHER MESSENGER REF NO: 2025/430/OCJ**

SALARY : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu Natal Local Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of a Grade 10 (ABET level 3). No experience required. A valid driver's license will be 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. Knowledge and Skills: Communication skills (verbal and written), problem solving skills, Good public relation skills, monitoring and analytical skills, Computer Literacy skills, planning and organizing skills, client orientation and customer focus.

DUTIES : Render administrative support functions to the Judges and the Court Room. Escort members of the bench to and from court and attends Judges' chambers with counsel. Facilitate order in court rooms before calling the Judges in. Organize the court crew and inform them of the starting times, in line with the daily court roll. Maintain silence and order in the court rooms when Judges enter or leave. Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Maintain Court Rooms' records. Check and arrange the criminal and civil files (to be taken to the court rooms). Report the missing files to the Judges. File/ archive the documents, registers, etc. Facilitate the smooth- running of the court rooms. Assist with the scheduling of court matters (motion opposed). Arrange the representation of cases. Negotiate the Court Rooms allocation with Judges in times of Court. Collect and distribute court files. Sort and check the court files. Keep the court files safe. Circulate Court rolls according to the distribution list.

ENQUIRIES : Technical related enquiries: Mrs T Mahomed-Hanif Tel No: (031) 493 1691

APPLICATIONS
NOTE

- : HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- : Applications can be sent via email to: 2025/430/OCJ@judiciary.org.za
- : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : Applicants must use this link or QR code below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php
Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.
- CLOSING DATE** : 27 March 2026, 16:00
- NOTE** : Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates, 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 logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

<u>POST 09/133</u>	:	<u>CHIEF DIRECTOR: CULTURAL DEVELOPMENT REF NO: DSAC-05/03/2026</u> The purpose of this post is to promote the Arts and Culture sector for the department.
<u>SALARY</u>	:	R1 494 900 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Arts and Culture, Cultural Studies, Social Science, Heritage, or any relevant Cultural qualification; Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A minimum of 5 years' relevant experience at a Senior Management level or equivalent, in the cultural and creative industries environment, in public or private sector; A valid driver's license and willingness to travel; Knowledge in the public sector governance, management, and accountability frameworks; In-depth knowledge of government policies, Regulations, Acts, Legislations, prescripts and National Programme of action; Knowledge and understanding of the cultural and creative sectors; Knowledge of the South African cultural landscape and relevant legislation (e.g., Constitution, National Development Plan, White Paper on Arts, Culture and Heritage). Strategic capability and leadership, people management, programme and project management, financial management and service delivery innovation skills. Excellent communication, presentation, interpersonal and analytical skills.
<u>DUTIES</u>	:	Develop and Promote all cultural domains in the Cultural and Creative Industry, amongst all communities; Develop and implement policies and strategies to strengthen the Cultural and Creative Industry across all cultural domains; Promote and render strategic support to community art centers and other such structures that create growth of the industry; Conduct research and develop policies and strategies in support of the development of arts, culture and creative industries; Oversee the management of Mzansi Golden Economy strategy to sustain the industry; Ensure implementation of the Cultural and Creative Industries Masterplan; Ensuring sustenance of a functional model and strategy to support Sector Clusters; Supporting Provinces and municipalities, where applicable to implement the CCI Masterplan; Support the development and promotion of creative industries; Develop, manage and implement sector orientated policies and strategic; Promote the development of creative industries skills; Promote the improvement of creative industry products; Promote creative industries by means of awareness and capacity building programmes; Establish and implement youth, women and artists with disabilities enrichment strategies and programmes; Monitor adherence to intergovernmental and international agreements/ partnerships.
<u>ENQUIRIES NOTE</u>	:	Dr CN Khumalo Tel No: (012) 441 3439 African Males, Coloured Males, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.
<u>POST 09/134</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DSAC-06/03/2026</u> The purpose of this post is to provide legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance.
<u>SALARY</u>	:	R1 266 714 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification, an undergraduate qualification (NQF level 7) in LLB or relevant legal qualification as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 5 years' legal experience at a

		<p>Middle/Senior Management level (Deputy Director level or higher or and MR6) within the public sector or a public law environment. A valid driver's license. Extensive knowledge of the Constitution, Public Service legal frameworks (PFMA, PSA, PAJA, PAIA, POPIA), and relevant public sector regulations. Proven expertise in constitutional, administrative, and contract law, legislative law processes, litigation, legal drafting and vetting. Strategic capability and leadership, people management, programme and project management, financial management, service delivery innovation, and legal research skills. Excellent communication, presentation, interpersonal and analytical skills. Ability to manage legal risk and provide sound legal advice.</p>
<u>DUTIES</u>	:	<p>Managing litigation for and against the department and liaising with the Office of the State Attorney and other legal authorities. Drafting, vetting, and managing legal contracts and agreements, ensuring compliance with procurement legislation. Overseeing legislative drafting and regulatory compliance aligned with constitutional and administrative law. Managing the Legal Services Directorate, including staff performance, resource allocation, and budgeting.</p>
<u>ENQUIRIES</u>	:	<p>Ms M Tshikwatamba Tel No: (012) 441 3065</p>
<u>NOTE</u>	:	<p>African Males, Coloured Males, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.</p>
<u>POST 09/135</u>	:	<p><u>DIRECTOR: PRESIDENTIAL EMPLOYMENT STIMULUS FUNDING PROGRAM AND SPECIAL PROJECTS REF NO: DSAC-07/03/2026</u> Period: 12-month contract The purpose of this post is to manage and oversee the Presidential Employment Stimulus Funding Program and other special projects.</p>
<u>SALARY</u>	:	<p>R1 266 714 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An Undergraduate qualification (NQF level 7) as recognised by SAQA in Business Public administration/Business Management or any relevant qualification; Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A Minimum 5 years' relevant experience at a middle/senior management level in managing Special Projects/ programmes; A valid driver's license and willingness to travel; Experience in Project Management will be an added advantage; Knowledge and Understanding of Public Service Regulatory Framework; Knowledge and understanding of Presidential Stimulus Fund and its processes; Knowledge and understanding of relevant Legislations, policies and Prescripts; Knowledge of Public Finance Management Act; The candidate must also possess the following competencies: Analytical thinking and Problem-solving skills; Good communication and interpersonal relations; Strategic capability and leadership; Service delivery innovation; Client orientation and customer focus; Program and project management; People management and empowerment; Presentation skills; Change management; Negotiation Skills; Influencing and networking; Planning and organising skills; Computer literacy.</p>
<u>DUTIES</u>	:	<p>Develop, and manage a clear and concise project management plan on how the PESP project will successfully be implemented within appropriate timelines; Ensure the successful implementation of PESP Projects by the maximum of FIVE Implementing Entities, and any others identified per National Treasury approval; Prepare status reports at each phase of the project on monthly basis to National Treasury; Provide bi-weekly and monthly Reports to the DDG, DG and the Presidential Monitoring Office in the Presidency; Manage Application of relevant Project Management tools to ensure efficient implementation of the PESP; Ensure management and mitigation of any existing and emerging risks in the utilisation of PESP funds; Manage annual budget of more than R300m allocated for PESP to the Department; Ensure adherence to relevant prescripts in allocation of PESP budget to the Implementing Entities; Ensure astute financial management and reporting in the utilization of the PESP budget; Manage other special projects as designated by DDG, in line with the Economic Recovery and Reconstruction Plan of the Branch; Monitor and evaluate the implementation of the Presidential Employment Stimulus Fund</p>

Programme; Compile a project monitoring plan with clear objectives and timelines; Design or update current project monitoring tool to adequately track the project status, timelines and jobs created; Ensure compliance with control measures and the achievement of project objectives; Develop, manage and implement a risk management plan that will mitigate project risks that may arise due to unforeseen circumstances and the scope of the project; Manage Technical and Strategic meetings with the five Implementing Entities to ensure proper monitoring and evaluation of the projects; Ensure creation of jobs as per objectives of PESP; Monitor the PESP application and adjudication process not limited to compliance, allocation, adjudication and individual project monitoring of adjudication up to awarding etc.; Monitor the process of appointing Adjudication Panel members; Monitor the process of contracting all successful applicants; Monitor the evaluation criteria and application therefore to address Auditor-General findings; Manage the logistics of verifying funded projects and alignment to job creation; Ensure site visits are conducted; Manage the logistics of PESP related meetings not limited to steering committee; weekly project meetings; panel meetings and special council PESP related meetings; Ensure Verification of all submitted reports through site visits of funded projects and beneficiaries; Manage the subordinates and budget of the Directorate.

ENQUIRIES : Mr S Tsanyane Tel No: (012) 441 3492
NOTE : African Males, Coloured Males, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 09/136 : **DEPUTY DIRECTOR: PRESIDENTIAL EMPLOYMENT STIMULUS PROGRAM REF NO: DSAC-08/03/2026**
 Period: 12-month contract

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive total package)
 : Pretoria
 : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Public Administration/ Project Management or any relevant Project Management qualification; 3-5 years relevant experience, at least 3 years at an Assistant Director level in special project management environment; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Knowledge and understanding of government funding guidelines/processes; Knowledge and understanding of National Treasury Regulations.; Understanding of government policies; The candidate must also possess the following competencies: Presentation skills; Planning and organizing skills; Data capturing and analysis; Computer literacy; Good communication and interpersonal relations; Problem solving skills.

DUTIES : The purpose of this post is to manage and monitor the implementation of the PESP project and the administration of funds by Department entities; Manage PESP Projects planning and implementation Process; Manage how entities implement the PESP projects; Coordinate the application of the relevant project management tools in the implementation process of PESP projects; Co-ordinating other special projects as assigned by the Director or the DDG; Compile progress reports and provide feedback to management and stakeholders; Ensure compliance with departmental policies, funding requirements, and reporting standards; Identify risks and challenges in project implementation and recommend corrective measures; Facilitate stakeholder engagement and communication to support successful project delivery; Provide guidance and support to implementing entities to strengthen project management capacity; Coordinates Stakeholder Engagement; Co-ordinate engagements through meetings, emails, memos, letters, and telecommunications with the National Treasury PMU and the Presidency PMO; Maintain regular communication and follow-up with key stakeholders to ensure timely responses and collaboration; Prepare and distribute briefing notes, reports, and presentations for stakeholders; Facilitate workshops, forums, and consultations to support project and program objectives; Document and track stakeholder feedback and ensure it is addressed appropriately; Build and maintain positive relationships with relevant stakeholders; Ensure all stakeholder engagements are aligned with departmental policies and strategic

priorities; Identify potential risks or issues arising from stakeholder interactions and recommend solutions; Provide administrative support for the PESP Projects; Keep regular records of meetings with various stakeholders; Consolidate reports submitted by the entities and submit them to the DDG; Provide reports on other projects to the DDG; Report on PESP progress to monthly Branch meetings; Ensure proper administration and accountability funds allocation to projects; Monitor and evaluate the PESP Projects; Coordinate technical and progress meetings with implementing public entities; Ensure inter project implementation risk management and risk mitigation; Provide monthly expenditure reports to the National Treasury PMU and bi-monthly statistical reports to the Presidency PMO; Conduct site visits to funded projects that have been selected; Monitor and evaluate project performance, outputs, and outcomes; Coordinate financial processes of Projects; Assess the financial expenditure reports from the entities to the National Treasury; Facilitate payment of administration costs to Entities who are fund administrators; Monitor the disbursement of funds to beneficiaries of PESP. Manage subordinates in the sub-directorate.

ENQUIRIES : Mr S. Tsanyane Tel No: (012) 441 3492
NOTE : Coloured Males and Females, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.

POST 09/137 : **ASSISTANT DIRECTOR: TERMINOLOGY AND EDITING (ENGLISH) REF NO: DSAC-09/03/2026**

The purpose of this post is to promote access to information by providing language services in English and comply with the provisions of the Department's Language Policy

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification; A minimum three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in language studies, majoring in English and Translation or Linguistics or other relevant subjects; 2–3 years' relevant experience preferably as a Senior/Language Practitioner in the editing and translation environment; Successful completion of a departmental English editing test; Excellent command of English; ability to edit English as a source language, Afrikaans translation skills and language knowledge would be an added advantage; Computer literacy; Ability to edit and translate text electronically; Good written and verbal communication and interpersonal skills; Ability to work under pressure; Analytical skills; Planning and organising skills; Knowledge of Public Service Regulations, relevant policies and prescripts; Knowledge of editing/translation/language administration; Problem solving skills; Research skills.

DUTIES : Edit official documents written in English– Receive and review official documents for editing requirements; Study and analyse source documents; Edit documents in English; Consult with subject matter experts or language specialists when necessary; Translate Afrikaans documents into English when necessary, check, proofread and do quality control of official documents in English as the source text – Translate official documents from Afrikaans into English as and when required; Check and verify the accuracy of edited/translated documents; Proofread final versions of official documents edited/translated; Ensure quality and consistency in all translated and edited materials; Perform quality checks (quality control) on all documents before final approval; Conduct research, give language advice and assist with terminology-related matters– Conduct research and consult on editing and translation issues; Review and revise existing terminology for clarity and accuracy; Consult with stakeholders; Maintain a translation memory or glossary of commonly used terms (English/Afrikaans); Assist and give advice to clients on English language matters; Provide administrative support and liaison service– Archive all edited and translated documents electronically; Report on progress; Keep a register of all edited and translated documents; Liaise with stakeholders; Carry out tasks as requested by the supervisor; File and archive edited and translated documents according to organisational policy; Supervision of subordinates: Supervise editing/translation activities of subordinates; Allocate work and ensure quality of work; Develop subordinate(s) by providing training and opportunities for development; Monitor

ENQUIRIES
NOTE

the editing/translation work of subordinates; Edit and/or check the official documents translated/edited by subordinates.

- : Ms M Gaffane Tel No: (012) 441 3256
- : Coloured Males and Females, Indian Males and Females and White Males and Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 30 March 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. 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 selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

MANAGEMENT ECHELON

- POST 09/138** : **CHIEF DIRECTOR: ECONOMIC INFRASTRUCTURE AND LOGISTICS REF NO: SID&ETB-026**
Overview: To provide strategic leadership and guidance in the designing and implementation of policies, programmes and strategies for economic infrastructure and logistics along various economic development corridors.
- SALARY CENTRE REQUIREMENTS** : R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by the SAQA in Transport and Logistics Management/ Economics/ Development Planning or relevant qualification. 5 years senior managerial experience in developing and managing PPPs, including structuring and delivering infrastructure projects with PPP component, Transport and Logistics and Economic Infrastructure in public/private environment. Key Requirements: Proven experience structuring, packaging and managing PPP projects and developing bankable project pipelines. Experience preparing business cases, feasibility studies and project packaging for infrastructure projects. Experience coordinating with development partners, financiers and SOEs. Experience in freight logistics and supply-chain analysis (domestic and cross-border). Programme and project management experience, including monitoring deliverables and implementation. Financial management experience including management of programme-level budgets. Stakeholder engagement experience at provincial, regional and national levels and hosting multi-stakeholder events. Experience

in monitoring and evaluation and preparing consolidated reports for senior management and oversight bodies. Strong written and verbal communication, negotiation and presentation skills. Ability and willingness to travel locally and internationally as required.

DUTIES

: Implementation of Programmes and Strategies: Lead development and implementation of the Economic Infrastructure and Logistics strategy aligned to the Spatial Industrial Development Strategy. Facilitate business-case development and oversee packaging and feasibility studies for PPP and infrastructure projects. Oversee development of infrastructure and logistics programmes in SEZs and industrial parks and assess demand/supply for services. Monitoring and Evaluation: Implement SDIP reporting standards and prepare consolidated reports for EXCO, Portfolio Committee and other oversight structures. Report on domestic and international infrastructure/investment trends and site-visit outcomes that affect prioritised industrial sectors. Partner with research and technical institutions (e.g., CSIR) to analyse and optimise logistics solutions. Economic Infrastructure and Logistics: Identify, assess and develop a pipeline of bankable PPP and infrastructure projects. Manage project structuring, co-financing arrangements and liaison with development partners and private financiers. Provide guidance on rail, energy and freight logistics opportunities, and maintain databases of specialised companies. Communication and Marketing: Provide strategic guidance on packaging the dtic's infrastructure and logistics offerings for investment attraction. Support development of regional databases (e.g., North Africa) to promote cross-border collaboration and investment. Project Management; Oversee implementation of PPP and infrastructure projects, including contract negotiation, deal closure and compliance monitoring. Intervene to resolve implementation challenges and ensure projects meet delivery targets and regulatory requirements. Risk Management: Advise on financial and operational risks associated with PPPs and infrastructure projects and recommend mitigation measures. Monitor and report on economic and business risks affecting project implementation. Stakeholder & Customer Relations Management: Represent the dtic in corridor and SEZ development structures and host infrastructure summits to promote collaboration. Build and maintain relationships with SOEs, provincial authorities, industry and international partners. Chief Directorate Management: Manage staff performance, training and development; oversee financial resources and assets of the Chief Directorate. Lead strategic planning, execution of the operational plan and reporting against business plans and targets.

ENQUIRIES

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

NOTE

: In terms of the dtic's EE requirements, preference will be given to African males and persons with disabilities.

POST 09/139

DIRECTOR: ECONOMIC REGULATORY BODIES (COMPETITION OVERSIGHT) REF NO: T&CB-020

Overview: To promote synergy between government economic development policies and the functioning of competition authorities.

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

CENTRE

: Sunnyside, Pretoria

REQUIREMENTS

: A qualification at NQF level 7 as recognised by the SAQA in Economics /Commerce/ Public Policy/Competition or relevant area. Qualifications: Minimum: A qualification at NQF level 7 as recognised by the SAQA Law/ Finance/ Public Management/ Economics or relevant qualification. Experience: Minimum: 5 years' experience at a middle / senior managerial level in an economic environment in public/private sector. Key Requirements: Proven experience overseeing or engaging with competition authorities or regulatory bodies. Demonstrable experience in regulatory policy development, legislative review, or regulatory interventions. Experience analysing and reporting on entity performance, annual reports and strategic/APP documents. Experience in stakeholder engagement and managing high-level consultations with government, entities and industry. Monitoring & evaluation experience, including designing M&E frameworks and producing evidence-based reports. Experience preparing technical/regulator briefs, policy papers and presentations for senior management. Project and programme management experience, including tracking deliverables and managing multiple files. Financial management experience (budget holder or input to budgets) and familiarity with programme-level budgeting (~R3m). People management

recruitment management reports, analysing trends, and providing strategic insights. People management experience, including staff development, workload allocation, and performance management. Ability to manage budgets and monitor expenditure for recruitment activities. Experience resolving recruitment disputes and providing advisory support to selection committees. Strong communication, stakeholder engagement, and presentation skills. Strong computer literacy, with advanced proficiency in Microsoft Excel for data analysis and reporting.

DUTIES :

Recruitment Policy & Strategy Development: Develop and implement recruitment policies, SOPs, and internal controls aligned to Public Service Regulations. Provide policy interpretation and advisory services to management and selection committees. Review recruitment processes to improve turnaround times and ensure audit readiness. Recruitment Operations: Management (Recruitment, Selection & On-boarding). Manage the full recruitment lifecycle from requisition to placement and oversee quality assurance of recruitment documentation. Manage advertising processes and coordination of shortlisting, panels, and interview processes. Monitor time-to-fill, onboarding/placement processes, and ensure adherence to Employment Equity targets. Stakeholder Management: Provide advisory support to Branch Heads and senior management and liaise with DPSA, PSC, and oversight bodies as required. Manage disputes and procedural challenges related to recruitment and communicate processes/outcomes to stakeholders. Recruitment Systems, Reporting & Compliance: Manage e-Recruitment and related HR information systems and ensure the integrity and audit readiness of recruitment records. Develop dashboards, management reports, and analyse recruitment trends to provide strategic insights. Implement system improvements and automation initiatives to enhance efficiency. Service Provider & Procurement Management: Manage procurement processes for recruitment services in line with PFMA and Treasury Regulations and develop specifications for bids/quotations. Manage contracts, SLAs, and performance of service providers and verify deliverables and invoices. Monitor expenditure to prevent irregular or fruitless expenditure. Sub-directorate Management: Manage staff performance, development, and workload allocation; provide inputs into strategic and operational plans. Monitor budget and expenditure of the sub-directorate and implement risk management and quality assurance controls. Build recruitment capability and capacity within the Department.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, White males and persons with disabilities.

POST 09/141 : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND TRANSFORMATION**
REF NO: CMSB-093
 Overview: To lead, coordinate and drive the department's internal employment equity, diversity, inclusion and transformation agenda through the development, implementation and monitoring of integrated policies, strategies and interventions aligned to legislative requirements, government priorities and the dtic strategic objectives

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A NQF7 qualification in Human Resource Management / Public Administration / Transformation / Development Studies or relevant qualification. 3-5 years of managerial experience in an employment equity and transformation / human resources environment. Key Requirements: Proven experience leading employment equity, transformation, diversity, and inclusion initiatives in a large organization. Experience developing, implementing, and reviewing Employment Equity Plans, transformation policies, and related strategies. Experience coordinating statutory Employment Equity reporting and compliance with the Employment Equity Act and regulations. Experience in stakeholder engagement and representing an organisation in interdepartmental or external transformation forums. Experience conducting research, benchmarking, and policy analysis on employment equity and transformation matters. Experience designing and delivering transformation-related workshops, training, and educational interventions. Experience coordinating investigations and compliance audits related to unfair discrimination and transformation matters. Experience compiling management reports, briefs, speeches and presentations for senior management and

governance structures. Experience managing small teams and overseeing sub-directorate administrative and financial responsibilities. Experience in monitoring the implementation of projects and evaluating the impact of transformation interventions. Knowledge of public sector governance frameworks (PFMA, Public Service Regulations) and employment equity legislation. Strong written and verbal communication, report writing, presentation, and stakeholder management skills. Project and programme management skills, including the ability to set targets, monitor delivery, and report on outcomes.

DUTIES

: Develop, review and implement Employment Equity & Transformation policies, procedures and projects: Develop, implement and periodically review departmental Employment Equity and Transformation policies, strategies, plans and frameworks. Drive transformation initiatives aligned to national priorities and departmental objectives. Provide advisory services to management on EE compliance, diversity management and inclusive workplace practices. Plan, initiate and manage transformation-related projects and programmes; set targets and monitor delivery. Stakeholder management: Provide expert guidance and advisory support on transformation matters to internal and external stakeholders. Represent the department in interdepartmental and external transformation forums and build strategic partnerships (e.g., organised labour, other departments). Act as Secretariat to the Departmental Employment Equity Committee and coordinate committee processes. Research and analysis: Conduct research and analysis on emerging trends, best practices, and policy developments related to employment equity and transformation. Prepare briefs, submissions, speeches, and management reports based on research and benchmarking. Use evidence to inform policy and recommend interventions to improve equity and inclusion outcomes. Monitoring, evaluation, and reporting. Monitor the implementation of Employment Equity and Transformation interventions, evaluate their impact, and report on progress. Coordinate and monitor EE surveys, compliance audits, and investigation processes relating to unfair discrimination. Coordinate the compilation and submission of statutory Employment Equity Plans and Reports and present findings to governance structures. Sub-directorate management: Manage the human resources of the Sub-directorate, including supervision, training, and performance management. Monitor and recommend budgetary allocations, and manage sub-directorate administrative functions and assets. Provide inputs into strategic, annual performance and operational plans and ensure timely reporting.

ENQUIRIES

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

NOTE

: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, White males and persons with disabilities.

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.

CLOSING DATE : 10 April 2026

NOTE : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 09/142 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOT/HRM/2026/10**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11)
: Pretoria
: An undergraduate NQF Level 6 qualification as recognized by SAQA in Social Work/ Psychology / Environmental Health with 3 years' experience at a management or Assistant Director level within the Health and Wellness Environment. Knowledge and skills: knowledge and understanding of the employee health and wellness policies and prescripts. Sound knowledge of the Safety Health Environment Risk and Quality (SHERQ) principles and programs. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Good interpersonal relations and communication skills (written and verbal). Negotiation skills and liaison skills. Stakeholder relations and management. Project management;

Communication; Financial Management; Strategic Capability & Leadership; Project/Programme Management; Change Management.

DUTIES : Manage wellness management programme and quality of work life. Manage the HIV, TB and STIs program in the Department. Coordinate the HIV, TB and STIs strategy for the Transport Sector. Coordinate Health and Productivity Management Programme. Manage and promote occupational health and safety in the workplace. Manage the resources of the Sub-directorate.

ENQUIRIES : Ms Vivian Sibeko Tel No: (012) 309 3868

POST 09/143 : **ASSISTANT DIRECTOR: PERMITS AND LICENSING REF NO: DOT/HRM/2026/11**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R582 444 per annum (Level 10)
: Pretoria
: A qualification at NQF level 6 as recognized by SAQA in Transport Management/ Law/ International Relations/ Transport and Logistics Management with 3 years' experience at a supervisory or practitioner level in the civil aviation environment. Knowledge and Skill: knowledge of South African civil aviation legislation. Knowledge of international framework that regulates civil aviation. Knowledge of foreign protocols. Knowledge of the Air Transport Environment. Global developments within civil aviation. Policy development skills. Communication skills. Analytical skills. Good interpersonal skills. Compilation of reports. Report writing. PFMA. Communication; Strategic Capability & Leadership; People management & Empowerment; Project/Programme Management.

DUTIES : Facilitate the processing of Landing Clearances and Permits. Facilitates the processing of air services licences and international air services licences. Render secretariat services to the air services and international air services councils. Research, investigate issues/ complaints on matters relating to air service licences.

ENQUIRIES : Ms Pauline Nkuna Tel No: (012) 309 3688

POST 09/144 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: DOT/HRM/2026/16**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09), all inclusive
: Pretoria
: A qualification at NQF level 6 as recognise by SAQA in Industrial Psychology/ Management Services/ Operations Management/ Organisational Development/ Human Resources Development/ Human Resource Management/ Public Management with 3 years' experience at a supervisor or practitioner level in a change management environment. Knowledge and skills: Knowledge of the Change Management principles and methodologies. Knowledge of the Change management framework. Knowledge of public Service Act and the regulations. Knowledge of Public Finance Management Act (PFMA). Knowledge of Labour Relation Act. Project management. Understanding of the Code of conduct. Communication; Financial management; Strategic Capability & leadership; People management & empowerment; project/programme management; change management. DUTIES: Facilitate and implement change management framework, strategy and interventions; Coordinate and facilitate workshops and training sessions on change management; Conduct organisational climate and culture surveys; Coordinate Batho Pele flagship projects / programme in the department; Coordinate the development of Service Delivery Charter and Standards; Manage the resources of the section.

ENQUIRIES : Mr Victor Mabaso Tel No: (012) 309 3699

POST 09/145 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: DOT/HRM/2026/12**
Branch: Corporate Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08), all inclusive
: Pretoria
: A qualification at NQF level 6 in Management Services/ Operations Management/ Industrial Psychology/ Production Management/ Industrial

		Engineering with 2 years' experience in an organisational Design/ Development environment. Knowledge and skills: Understanding of the organisational principles and procedures. Knowledge of job evaluation process and job evaluation grading system. Knowledge of public Service Act and the regulatory framework. Knowledge of Public Finance Management Act (PFMA). Knowledge of other relevant applicable legislation. Project management skills. Computer literacy. Good communication and writing skills. Good presentation and facilitation skills. Problem solving. Planning, coordination and organisational skills.
<u>DUTIES</u>	:	Develop organisational structures to suit the needs of the Department. Facilitate the development of job descriptions for the department; Provide the Job Evaluation (JE) services; Provide support for business process mapping; Provide general administrative support for the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Mvuyisi Ndlebe Tel No: (012) 309 3521
<u>POST 09/146</u>	:	<u>ORGANISATIONAL DEVELOPMENT OFFICER REF NO: DOT/HRM/2026/13</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Pretoria A qualification at NQF level 6 as recognise by SAQA in Management Services/ Operations Management/ Industrial Psychology/ Production Management/ Industrial Engineering with at least 1-year minimum working experience in the organisational Design/ Workstudy environment. Knowledge and Skills: Knowledge of Public service and Departmental prescripts/ Policies. Work study principles and techniques. Job design and Job profile competition. Policies, procedures and prescripts. Research/ analysis. Job analysis and evaluation.
<u>DUTIES</u>	:	Provide organisational development and job evaluation administrative support services. Facilitate the development of Job Descriptions. Render support regarding the provision of secretariat services. Maintain organisational development databases.
<u>ENQUIRIES</u>	:	Mr Mvuyisi Ndlebe Tel No: (012) 309 3521
<u>POST 09/147</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS ASSISTANT REF NO: DOT/HRM/2026/14</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum (Level 06), all-inclusive Pretoria An appropriate NQF level 6 qualification in Social Work/ Humanities/ Industrial Psychology with no working experience. Knowledge and Skills: knowledge and understanding of Health and Wellness policies. Knowledge of the Employee Health and Wellness Strategic Framework (EHWSF). Communication (Verbal and Written). Negotiation skills. Liaison skills. Computer Literacy. Basic Project Management. Basic Financial Recording skills. Stakeholder Relations and Management.
<u>DUTIES</u>	:	Implement HIV & AIDS and TB management policy and programme. Implement Health and Productivity Management (HPM) policy and Programmes. Implement the Safety, Health Environment, Risk, Quality Management (SHERQ) program. Implement Wellness Management Programme and Policies. Perform administrative duties for the employee Health and Wellness Programmes.
<u>ENQUIRIES</u>	:	Ms Titinyane Morabe Tel No: (012) 309 3338
<u>POST 09/148</u>	:	<u>OFFICE ADMINISTRATOR GRADE I REF NO: DOT/ HRM/2026/15</u> Branch: Various
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum (Level 06), all-inclusive Pretoria A recognised NQF level 6 qualification in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with no working experience. Knowledge and Skills: Computer Literature Certificate. Administration Skills Certificate. Record Keeping. Communication Skills. Excellent written and verbal abilities. Ability communicates with all cultures at all levels. Have a positive open, friendly disposition in all communications. Confidence, confidentiality and reliability is

essential. Computer Literacy. Experience of Corel and Microsoft, to communicate computer-wise in any given situation. Ability to use the internet. E-mail (electronic diaries, scheduling of meetings). Administrative Abilities. Successful handling of documents and correspondents. Successful coordination of the office. Client satisfaction, both internal and external.

DUTIES

: Provide a support services to the Director/ Directorate. Attend to documentation (filing, tracking, update and disposal thereof). Perform general office administration. Assist in organising meeting, workshops, seminars and conferences. Chief User Clerk.

ENQUIRIES

: Ms Neo Mogotlana Tel No: (012) 309 3912

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.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	30 March 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	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, CV, full official academic record (Only applicable for WIL programme applicants), 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 and for all WIL programme related queries must be submitted via email addressed to the Human Resources Graduate Recruitment Team on erecruitment@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA.

OTHER POSTS

- POST 09/149** : **DEPUTY DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S028/2026**
Division: Office Of the Chief Procurement Officer (OCPO)
Re-advertisement
Purpose: To develop, implement and monitoring legislative requirements pertaining to the SCM Governance, Monitoring and Compliance strategy and frameworks within the broader government spheres for enhancement and identification of oversight and discrepancies.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with National Diploma (equivalent to NQF level 6) or equivalent or related qualification in Supply Chain Management or Financial Management: Finance or Accounting or Risk Management or Project Management or Legal or Governance and Monitoring or Administration or Business Management or Auditing or Public Administration or Management and Policy. Bachelor's. degree (equivalent to NQF level 7) will be an added advantage. A certification in SCM principles, Project Management, Governance, Monitoring and Compliance, Investigation or any similar certification or equivalent will be an added advantage. A minimum of 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in the broader supply chain management environment. Knowledge and experience of governance, monitoring and compliance processes pertaining to procurement. Knowledge and experience of the broader public service SCM framework. Knowledge of government procurement policy analysis, evaluation of findings and the implementation thereof.
- DUTIES** : Strategy and Policy Management: Provide inputs into the continuous development of a SCM strategy and frameworks implementation plan pertaining to Governance, Monitoring and Compliance (GMC). Develop and maintain policies in alignment with the SCM framework as follows: client agreements for the submission of SCM reports, SCM reporting criteria and schedules, provide input into the State-Owned Entities enforcement processes, manage the SCM Restricted Suppliers List, and manage SCM cases and plans databases. Provide input into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of GMC strategic networks for improved collaboration, accountability and transparency. Promote the compliance of SCM policies and procedures in line with prescribed regulations. Initiate the improved SCM compliance through awareness sessions with stakeholders. Governance and Frameworks Oversight: Develop and implement measurements within the SCM legislative frameworks for monitoring and compliance of: application of SCM policy, regulations, norms and standards, adherence to SCM strategy and performance indicators, National supply chain risk management policy, Preferential procurement policy determinations, Pricing structures (prescribed price reference index), National contracting authorities code of conduct, and Supplier code of conduct and performance management. Develop in conjunction with stakeholders SCM data collection through: Demand Management, Procurement Planning, Acquisition Management, Strategic Sourcing, Contract Management, Logistic Management, Disposal Management, and Performance Management and Reporting. Develop SCM reporting and reviewing framework for: MTEF annual supply chain operational strategies, and SCM annual performance assessments and reviews. Design and maintain a SCM capability maturity assessment model pertaining to compliance. Initiate research, design and develop platform, for: SCM non-compliance reviews and remedies framework, and SCM grievance and dispute resolution mechanism. Monitoring and Evaluation and Reporting: Implement and manage service delivery standards. Assist with the report on Government Agencies enforcement processes. Manage the SCM Restricted Suppliers List in accordance with the Supplier Restriction Guidelines. Assist with the development of a monitoring and evaluation system on the performance of SCM governance framework. Assist with the evaluation and reporting of the SCM governance framework. Knowledge and Information Management: Assist with the implementation of a research platform on local and international trends, and good practices on the

management of SCM governance, monitoring and compliance. Identify and recommend alternative solutions for SCM governance, monitoring and compliance. Maintain the content of SCM GMC Knowledge and Information Management platforms.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 09/150 : **ASSISTANT DIRECTOR: CENTRAL SUPPLIER DATABASE REF NO: S027/2026**

Division: Office Of the Chief Procurement Officer (OCPO)

Purpose: To assist with the design, development, testing, implementation and support of a central supplier database for national, provincial, local sphere of government and state-owned entities contributing towards efficient and effective procurement practices.

SALARY : R582 444 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 coupled with minimum Diploma (equivalent to level NQF 6) in Information Technology or Systems or Supply Chain Management or Business Management or any relevant field. Bachelor's. degree (equivalent to NQF level 7) will be an added advantage. 3 years' experience in implementation and management of procurement ICT solutions. Business or systems analysis. Supplier Management.

DUTIES : Support maintenance and enhancements of a central supplier database for government: Provide input to design features of a central supplier database that will improve the supply chain management processes for all spheres of government. Provide functional guidance to the system developers during system development lifecycle. Actively participate in testing of the central supplier database to ensure quality and completeness of system. Monitor system performance, data integrity and adoption of features after deployments to production environment. Establish capability for the central supplier database: Provide input to training programmes for system users, suppliers and other relevant stakeholders. Provide training and capacity building to users of the central supplier database of government. Provide support to users in operating the central supplier database of government. Monitor and report on proficiency of users and take recommended actions where required. Attend stakeholder engagements regarding the utilisation of central supplier database. Develop capabilities of- provincial treasuries to optimise the central supplier database to support the provincial department and entities. Compliance of service providers: Design and develop a system of assurance in respect of compliance requirements of government. Provide information and supporting validations of users, Auditor-General and other stakeholders in respect of supplier compliance. Interact with suppliers on compliance requirements in accordance with regulatory requirements of government through appropriate interfaces. Ensure that data quality and integrity is maintained and continuously improved. Contribute to risk profiling of suppliers related to compliance criteria. Supplier development programme for government: Contribute to the design, develop and implement a supplier development approach for all spheres of government. Identify and prioritise specific categories of commodities for which supplier development programmes need to be rolled out. Contribute to the supplier performance mechanisms at all spheres of government.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 09/151 : **SENIOR FACILITIES COORDINATOR: HELPDESK REF NO: S026/2026**

Division: Corporate Services (CS)

Purpose: To provide effective, efficient and compliant transport and fleet management services by coordinating the utilisation, maintenance, monitoring and reporting of departmental vehicles, ensuring value for money, regulatory compliance and uninterrupted service delivery in support of departmental operations.

SALARY : R397 116 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or NQF Level 4 Certificate or equivalent is required coupled with a National Diploma (Equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Logistics Management or Fleet Management or Public Administration or Public Management. A minimum of 2 years' experience in a

DUTIES

public sector transport or fleet management environment. Proven experience in supervising drivers and managing vehicle operations.

: Transport & Fleet Operations: Coordinate and oversee the daily allocation of vehicles to officials and drivers in line with approved trip authorizations. Ensure optimal utilisation of the vehicle fleet through trip planning, routing and pooling to minimise costs, wear and tear. Monitor vehicle availability and operational readiness to support business continuity. Ensure accurate completion, submission and control of vehicle logbooks and trip authorities. Fleet Maintenance & Compliance: Conduct daily, weekly and monthly inspections of state vehicles and compile inspection and condition reports. Coordinate scheduled and ad hoc vehicle maintenance with Government Garage and approved service providers. Ensure compliance with applicable transport legislation, departmental transport policies and prescripts. Report accidents, incidents, losses and thefts in accordance with prescribed procedures and timelines. Financial & Contract Management Support: Monitor fleet-related expenditure including fuel consumption, kilometres travelled and oil usage. Compile monthly usage, fuel and exception reports for management. Support processing and verification of transport-related invoices (Leased Fleet, fuel, SANRAL, maintenance). Assist with monitoring Service Level Agreements with transport and fleet service providers. Supervision & Human Resource Administration: Supervise drivers and transport support staff, including shift scheduling and roster management. Complete monthly driver rosters. Monitor attendance, performance and conduct of staff in line with PMDS requirements. Facilitate continuous training, development and skills enhancement of transport personnel. Stakeholder Engagement & Reporting: Liaise with internal clients, management and external stakeholders on transport-related matters. Compile and submit monthly, quarterly and ad hoc transport performance reports. Participate in stakeholder engagements to remain aligned with latest transport developments and regulatory requirements. Support compliance with Ideal OHSC standards (where applicable). Governance, Risk & Administration: Ensure Standard Operating Procedures (SOPs) for transport /parking services are developed, implemented and maintained. Identify operational risks related to fleet and transport services and recommend mitigation measures. Maintain accurate transport records, registers and audit trails. Perform any other lawful duties delegated by the supervisor.

ENQUIRIES

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

**WORK INTEGRATED LEARNING (WIL PROGRAMME – 2026/27)
Period: 18 Months Contract**

OTHER POSTS

POST 09/152

: **ASSET & LIABILITY MANAGEMENT WIL (X3 POSTS)**

Chief Directorate: Liability Management

Purpose: Our 18-month Work Integrated Learning (WIL) offers opportunities for practical workplace exposure to N6 TVET College students, who are required to complete their qualifications. Students must obtain relevant workplace exposure to combine theoretical knowledge with practical real work experience, this enhances employability, work readiness, and professional competence.

STIPEND

: R79 911 per annum, (all-inclusive)

CENTRE

: Pretoria

REQUIREMENTS

: N6 Certificate in Financial Management

ENQUIRIES

: enquiries only: erecruitment@treasury.gov.za

APPLICATIONS

: <https://erecruitment.treasury.gov.za/eRecruitment>

CLOSING DATE

: 27 March 2026 at 12:00 pm (Midday)

- POST 09/153** : **ASSET & LIABILITY MANAGEMENT WIL (X3 POSTS)**
 Chief Directorate: Liability Management
 Purpose: Our 18-month Work Integrated Learning (WIL) offers opportunities for practical workplace exposure to N6 TVET College students, who are required to complete their qualifications. Students must obtain relevant workplace exposure to combine theoretical knowledge with practical real work experience, this enhances employability, work readiness, and professional competence.
- STIPEND** : R79 911 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : N6 Certificate in Business Management
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 27 March 2026 at 12:00 pm (Midday)
- POST 09/154** : **ASSET & LIABILITY MANAGEMENT WIL (X3 POSTS)**
 Chief Directorate: Liability Management
 Purpose: Our 18-month Work Integrated Learning (WIL) offers opportunities for practical workplace exposure to N6 TVET College students, who are required to complete their qualifications. Students must obtain relevant workplace exposure to combine theoretical knowledge with practical real work experience, this enhances employability, work readiness, and professional competence.
- STIPEND** : R79 911 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : N6 Certificate in Marketing Management
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 27 March 2026 at 12:00 pm (Midday)
- POST 09/155** : **ASSET & LIABILITY MANAGEMENT WIL (X1 POST)**
 Chief Directorate: Liability Management
 Purpose: Our 18-month Work Integrated Learning (WIL) offers opportunities for practical workplace exposure to N6 TVET College students, who are required to complete their qualifications. Students must obtain relevant workplace exposure to combine theoretical knowledge with practical real work experience, this enhances employability, work readiness, and professional competence.
- STIPEND** : R79 911 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : N6 Certificate in Office Administration
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 27 March 2026 at 12:00 pm (Midday)
- POST 09/156** : **CORPORATE SERVICES WIL (X2 POSTS)**
 Chief Directorate: ICT-Records Management
 Purpose: Our 18-month Work Integrated Learning (WIL) offers opportunities for practical workplace exposure to N6 TVET College students, who are required to complete their qualifications. Students must obtain relevant workplace exposure to combine theoretical knowledge with practical real work experience, this enhances employability, work readiness, and professional competence.
- STIPEND** : R79 911 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : N6 Certificate in Public Management/ Office Administration
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 27 March 2026 at 12:00 pm (Midday)

POST 09/157 : **CORPORATE SERVICES WIL (X2 POSTS)**
 Chief Directorate: Human Resources Management
 Purpose: Our 18-month Work Integrated Learning (WIL) offers opportunities for practical workplace exposure to N6 TVET College students, who are required to complete their qualifications. Students must obtain relevant workplace exposure to combine theoretical knowledge with practical real work experience, this enhances employability, work readiness, and professional competence.

STIPEND : R79 911 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : N6 Certificate in Human Resources Management
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 27 March 2026 at 12:00 pm (Midday)

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- CLOSING DATE** : 27 March 2026
- NOTE** : Interested applicants must submit their applications via the online link
<https://erecruitment.dws.gov.za> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. 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. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** The post of Engineer Production Grade A-C (civil) with Ref No: 200326/03 appearing on PSVC 08 dated 6 March 2026 requires the disclosure of a valid unexpired drivers license. Code E as reflected on the initial advertisement was erroneous. The closing date has been extended to 27 March 2026.

OTHER POSTS

- POST 09/158** : **CHIEF ENGINEER GRADE A REF NO: VOCMA09**
 Vaal-Orange Catchment Management Agency
 Division: Water Resource Planning and Management
- SALARY** : R1 266 450 - R1 446 921 per annum, (all- inclusive OSD salary package). N.B: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the candidate's current salary advice.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An Engineering Degree (B Eng / BSc Eng) in Civil, Water or relevant qualification. Postgraduate qualification (MEng / MSc / PhD) in Water Resources, Hydrology or related field will serve as an added advantage. Six (6) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Willingness to travel extensively. Experience in Water Resources Planning and Management, Modelling, Program, Project and Contract Management. Ability to relate with

associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, and institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

DUTIES

: The Chief Engineer will be responsible for Water Resource Planning and related duties within the Vaal-Orange Water Management Area including leading the preparation, review, and implementation of the Catchment Management Strategy (ensure the CMS is aligned with NWRS, provincial growth and development strategies, Municipal Integrated Development Plans, Coordinate reconciliation strategies and water balance assessments at catchment and sub-catchment level, ensure CMS implementation is measurable, adaptive, and reviewed at prescribed intervals). the coordination of all Water Resource Planning and allocation Programs (water use authorisations (licensing), compulsory licensing, and General Authorisation, ensure allocations support Equity and redress, efficient and beneficial use and socio-economic development, Guide development of water allocation schedules and reconciliation scenarios, and advise on restriction rules during drought), Resource Protection, Classification & Reserve (lead technical inputs into Water resource classification ecological reserve determination, resource quality objectives, ensure planning decisions protect Aquatic ecosystems, strategic water source areas, and groundwater dependent ecosystems, and integrate reserve requirements into operational planning and licensing advice). Hydrology, Groundwater & Systems Analysis (oversee hydrological modelling and system yield analyses, guide groundwater assessments, aquifer management plans, and conjunctive use strategies, ensure use of approved national tools and datasets and Review and approve technical studies supporting infrastructure or licensing decisions), Climate Change Adaptation & Risk Management (Integrate climate change scenarios into water resource planning, lead development of drought management plans and flood risk considerations in resource planning, promote adaptive management approaches as required by NWRS-3 and advise CMA Executive and Board on climate-related water security risks), Infrastructure Planning & Augmentation, Water Quality & Load Management (Integrate water quality considerations into quantity planning, Support development of Catchment water quality objectives and pollution load management strategies, Oversee salinity, nutrient loading, and eutrophication risk assessments. and provide technical advice to enforcement and compliance units), Governance, Regulation & Advisory Support (provide expert technical advice to CMA Board, Chief Executive Officer, DWS, and Support licensing, compliance, and enforcement with defensible technical evidence), Stakeholder Engagement & Cooperative Governance (lead technical engagement with various institutions), Monitoring, Information & Knowledge Management (oversee hydrological, groundwater, and water quality monitoring programmes), and Leadership, Management & Transformation.

**ENQUIRIES
NOTE**

: Mr N Smouse Tel No: (051) 405 9000
 : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/159

: **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 270326/01**
 Branch: Infrastructure Management: Head Office: Cd: Dir: Engineering Services
 Dir: Civil Engineering
 Sd: Open Channel Systems

**SALARY
CENTRE**

: R921 900 per annum, (all-inclusive OSD salary package)
 : Pretoria Head Office

- REQUIREMENTS** : A Bachelor of Technology (BTech) in Engineering (Civil). Six (6) years' post-qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design and analysis. Knowledge and understanding of research and development. Knowledge and experience in computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills (verbal and written), conflict management and negotiation skills. Problem-solving and analysis, decision-making; teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organising.
- DUTIES** : Manage technical services and support in conjunction with Engineers, Engineering Technologists and Associates in the field, the Pretoria-West Hydraulic Laboratory, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance of technical designs in accordance with specifications and authorise or make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Perform financial management and provide inputs into the budgeting process, operational plans, procurement plans and related matters. Compile and submit reports as required. Attend to risk and disaster management matters. Conduct research and development through continuous professional development to keep abreast of new technologies and procedures. Liaise with relevant bodies and councils on engineering-related matters. Must be prepared to work away from the office and travel extensively for extended periods. Provide mentorship and supervision of personnel. Mentoring of candidates. Conduct research and literature studies and apply engineering technology to improve technical expertise.
- ENQUIRIES** : Mr. HH Luttig Tel No: (012) 336 5095
- POST 09/160** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: VOCMA10**
Vaal-Orange Catchment Management Agency
Division: Revenue Management
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Bloemfontein
: Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or equivalent qualification as recognized by SAQA, with related field. A minimum of five (5) years' experience in financial management of which three (3) should be at an entry/junior management level (Assistant Director or equivalent). Applicant must also have at least three (3) years' experience in a Revenue and Debt Collection environment. The disclosure of a valid unexpired driver's license. Applicant must have knowledge of the PFMA and regulations and other relevant legislation. Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Proven work experience / understanding of the SAP system or similar ERP system. Knowledge and National Water Act and all applicable legislations. Must be computer literate.
- DUTIES** : Ensure effective collective of monies due to the VOCMA. Assist with developing and implementing an effective debtor's management system. Ensure effective management of debtor's book. Assist with establishing and managing effective processes to collect outstanding debt. Assist with the tariff setting process of VOCMA. Provide inputs for revenue enhancement. Prepare revenue management reports and reconciliations with accepted budgetary framework. Assist and prepare the annual budget for the division. Assist with the preparation of Annual Financial Statement specifically account receivable and debt impairment components in the financial statement. Ensure that the VOCMA complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the sub-directorate and management of risk. Respond to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the sub-directorate.

ENQUIRIES : Mr N Smouse Tel No: (051) 405 9000
NOTE : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/161 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: VOCMA11**
Vaal-Orange Catchment Management Agency
Division: Financial Management

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant NQF 7 qualification in a financial management / financial accounting related field. Five (5) years' experience in financial management and reporting, of which three (3) years relevant experience at supervisory / management level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anticorruption and fraud prevention measures. Understanding of Entity's policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook), Ability to compile financial reports and presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written), Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. Accountability and ethical conduct. Willingness to travel.

DUTIES : Overseeing and managing payroll management and reporting sub-directorate. Provide support to clusters on all payroll management and reporting responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting, including preparation and compilation of GRAP compliant Annual Financial Statements. Ensure that audit queries are responded to on time. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to payroll management, other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Manage compliance regarding remuneration and benefits processes. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Assist the Director in the effective execution of his / her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training.

ENQUIRIES : Mr N Smouse Tel No: (051) 404 9000
NOTE : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/162 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: VOCMA12**
Vaal-Orange Catchment Management Agency
Division: Corporate Services

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bloemfontein

- REQUIREMENTS** : A Degree / Advanced Diploma (NQF 7) or National Diploma (NQF 6) qualification in Public Administration or Management / HR / Industrial Psychology. Three (3) to five (5) years management experience in Corporate Services at Assistant Director level. The disclosure of a valid unexpired driver's license. Competencies: Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR information. Disciplinary knowledge in HR information. Understanding of government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct. Knowledge of analytical procedures.
- DUTIES** : Manage and provide support in HR, Information Technology, Administration, Communication, Facility Management, OHS including Safety and Security. Assist with the development and implementation of the Strategic Plan. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising VOCMA on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of Strategic Plan. Develop Corporate Services Implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partnership with line management. Ensure compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of Human Resources. Provide expert advice on HR information implementation to managers.
- ENQUIRIES** : Mr N Smouse Tel No: (051) 405 9000
- NOTE** : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
- POST 09/163** : **ENGINEER PRODUCTION GRADE A - C REF NO: 270326/02**
Branch: Infrastructure Management: Head Office
Dir: Civil Engineering
Sd: Bulk Pipe Systems
- SALARY** : R879 342 – R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An Engineering Degree (B Eng/BSc Eng) in Civil Engineering. Three (3) years post qualification experience in Civil Engineering is required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Competency and experience on the implementation of civil engineering projects in the Water Sector, and design of hydraulic structures, pump stations, and pipelines. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance with the Republic of South Africa's legislation and regulations. Understanding of computer aided engineering applications. Knowledge and understanding of Construction Contracts regulated by the CIDB. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).
- DUTIES** : Engineering design and analysis of bulk pipelines and pump stations, and their appurtenant structures. Perform review and approvals for bulk pipe design components. Plan and manage engineering principles and codes of good practice to candidate engineers. Manage resources and inputs for the facilitation of resource utilization. Application of research and development procedures. Continuous professional development to keep up with new technology and procedures within Engineering, office administration and

		budget planning. Draft tender documents in accordance with ECSA Stage 4. Administer construction contracts and conduct construction inspections in accordance with ECSA Stage 5 scope of service.
<u>ENQUIRIES</u>	:	Mr. MJ Mabela Tel No: (012) 336 6564
<u>POST 09/164</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 270326/03</u> Branch: Infrastructure Management: Head Office CD: Dir: Engineering Services Dir: Civil Engineering Sub-Dir: Open Channel Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R551 493 per annum, (OSD) Pretoria Head Office A National Diploma in Civil Engineering. Six (6) years' post-qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design and analysis. Knowledge and understanding of research and development. Knowledge and experience in computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills (verbal and written), conflict management and negotiation skills. Problem-solving and analysis, decision-making; teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organising.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Engineering Technologists and Associates in the field, the Pretoria-West Hydraulic Laboratory, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance of technical designs in accordance with specifications and authorise or make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Perform financial management and provide inputs into the budgeting process, operational plans, procurement plans and related matters. Compile and submit reports as required. Attend to risk and disaster management matters. Conduct research and development through continuous professional development to keep abreast of new technologies and procedures. Provide mentorship and supervision of personnel. Conduct research and literature studies and apply engineering technology to improve technical expertise. Mentoring of candidates. Liaise with relevant bodies and councils on engineering-related matters. Must be prepared to work away from the office and travel extensively for extended periods.
<u>ENQUIRIES</u>	:	Mr. HH Luttig Tel No: (012) 336 5095
<u>POST 09/165</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 270326/04</u> Branch: Infrastructure Management: Head Office Dir: Civil Engineering Div: Dam Design
<u>SALARY CENTRE REQUIREMENTS</u>	:	R551 493 per annum, (OSD) Pretoria Head Office A National Diploma in Civil Engineering. Six (6) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus and responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, Pretoria-West Hydraulic Laboratories, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals,

standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr. T. Maphaqa Tel No: (012) 336 2106 / Mr. T. Burger Tel No: (012) 336 8216 / Mr. A. Havenga Tel No: (012) 336 8814

POST 09/166 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: VOCMA13 (X2 POSTS)**

Vaal-Orange Catchment Management Agency
Division: Revenue Management

SALARY CENTRE : R468 459 per annum (Level 09)
: Bloemfontein

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to Five (5) years' experience in Revenue Management of which three (3) years must be at a supervision level. The disclosure of a valid unexpired driver's license. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.

DUTIES : Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Debt management and debt impairment. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Development and implementation of the revenue enhancement strategy. Supervise staff.

ENQUIRIES NOTE : Mr N Smouse Tel No: (051) 405 9000
: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/167 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: VOCMA14**

Vaal-Orange Catchment Management Agency
Division: Management Accounting

SALARY CENTRE : R468 459 per annum (Level 09)
: Bloemfontein

REQUIREMENTS : A relevant tertiary qualification in Financial Management / Management Accounting / Financial Accounting at NQF level 7. Three (3) years relevant supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis.

DUTIES

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

: Planning- Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting- Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret, and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Ensure submission and the recording of adjustments estimates of national expenditure (AENE) and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/ virements are included in the adjusted budget. Analyse requests for the rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting- Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produces (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/ virements are included in the line In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions. Develop and review VOCMA policies procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Management of Human Resources, Financial Resources and Physical resources under the area of responsibility.

**ENQUIRIES
NOTE**

: Mr N Smouse Tel No: (051) 404 9000
: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/168

: **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: VOCMA15**
: Vaal-Orange Catchment Management Agency
: Division: Human Resource Management

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Bloemfontein
: A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience of which three (3) years must be at a supervision level in Human Resource Management. The disclosure of valid unexpired driver's license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and

other allowances. Have a working knowledge of the Basic Condition of employment Act and Labour Relations Act. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.

DUTIES : The incumbent will be responsible for the effective management of the total human resource functions within Catchment Management Agency. Ensuring and managing the implementation of Human Resources, Human Resources Development which includes Performance Management and Development System, Planning and Recruitment as well as HR Administration, strategies, policies, practices and systems and monitoring the guidance, to subordinates and line managers. The interpretation and application of HR policies and directives. Management of PERSAL system that will expedite the provision of information and statistics. Ensuring and managing effective programming and coordination of training activities. Assessing the Performance of Officials in the unit (PMDS).

ENQUIRIES NOTE : Mr N Smouse Tel No: (051) 405 9000
: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/169 : **OFFICE MANAGER REF NO: VOCMA16**
Vaal-Orange Catchment Management Agency
Division: Office of The Chief Executive Officer

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Bloemfontein
: A relevant NQF level 6 qualification in Business Administration. Five (5) years' experience in general administration and office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct. Understanding of strategy development, implementation and monitoring will be an added advantage.

DUTIES : Manage and coordinate the flow of information within the office of CEO: VOCMA. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports to the CEO, Board and other stakeholders. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the CEO. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers/Units within the CMA.

ENQUIRIES NOTE : Ms L Morake Tel No: (051) 405 9000
: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

<u>POST 09/170</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A – C REF NO: 270326/05</u> Branch: Infrastructure Management: Head Office CD: DIR: Engineering Services Dir: Civil Engineering Sub-Dir: Bulk Pipe Systems
<u>SALARY</u>	:	R453 576 – R690 237 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office A Bachelor of Technology (B-Tech) in Civil Engineering. Three (3) years post qualification engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers. Monitor, analyse and determine actions to ensure effective contract administration. Co-ordinate the development of Service Level Agreements and manage all types of signed contracts. Monitor and evaluate contract performance in line with the Service Level Agreements. Monitor Compliance and control in contract management, co-ordinate improved service delivery. Ensure the promotion of safety in line with statutory and regulatory requirements. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Liaise with relevant bodies/councils on engineering related matters. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. Research and development through Continuous Professional Development (CPD) to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr. J. Mabela Tel No: (012) 336-6564
<u>POST 09/171</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A – C REF NO: 270326/06</u> Branch: Infrastructure Management: Head Office CD: Dir: Engineering Services Dir: Civil Engineering Sub-Dir: Dam Design
<u>SALARY</u>	:	R453 576 – R690 237 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office A Bachelor of Technology (B-Tech/BEng-Tech) in Civil Engineering. Three (3) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Pr.Tech.Eng. Civil). The disclosure of a valid unexpired driver's license; Knowledge of- and experience with technical analyses, design, modelling, research, development and report writing; Knowledge and understanding of project management and legal compliance; Knowledge of- and experience with computer-aided engineering analyses, drawing and project management software applications; Ability to clearly define/identify and innovatively analyse/solve broadly defined problems; Effective communication skills (verbal and written), conflict management and negotiation skills; Knowledge of- or experience with financial management, people management, planning and organization; exhibit responsive task- and client oriented focus; and Ability to act responsibly and with professional conduct in a teamwork environment.
<u>DUTIES</u>	:	Implement/assist with projects for new and/or refurbished dam and/or appurtenant/ancillary strategic water resources infrastructure; Provide technical support to Engineers and Supervisors; Provide advice/guidance to Technicians and colleagues; Contribute to the design of systems, components

or processes; Apply sound engineering practice, principles and techniques; Execute detailed design functions; Turn conceptual ideas/designs into practical implementations; Identify and optimize technical solutions to address and solve broadly defined engineering challenges/problems; Maintain and manage current technologies; Perform research and investigation for development; Keep abreast of- and incorporate new technology and procedures to enhance expertise; Evaluate and improve existing technical manuals; Develop and review standard drawings, procedures, guidelines, specifications and models; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related office functions and activities; Compile and submit monthly and quarterly reports; Provide inputs on the operational plan; Develop, implement and maintain databases; Liaise with relevant bodies/boards/councils/institutions on engineering-related matters; Be prepared to work away from the office and travel extensively for extended periods of time; and Provide mentorship and supervision of personnel.

ENQUIRIES : Mr TN Burger Tel No: (012) 336 7694 / Mr A Havenga Tel No: (012) 336 8814 / Mr T Maphaqa Tel No: (012) 336 2106

POST 09/172 : **SENIOR STATE ACCOUNTANT (X2 POSTS)**
Vaal-Orange Catchment Management Agency
Division: Financial Accounting

SALARY CENTRE : R397 116 per annum (Level 08)
: Bloemfontein (FS) Ref No. VOCMA17 (X1 Post)
: Pretoria (GP) Ref No. VOCMA18 (X1 Post)

REQUIREMENTS : A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant financial experience in Financial Accounting of which one (1) year should be supervisory level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.

DUTIES : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30-day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30-day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.

ENQUIRIES NOTE : Mr N Smouse Tel No: (051) 405 9000
: The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 09/173 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: VOCMA19**
Vaal-Orange Catchment Management Agency
Division: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
: Bloemfontein
: A relevant NQF level 6 qualification in Supply Chain Management or relevant field. Three (3) years relevant experience in a supervisory level. Practical experience on SAP system. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Public Finance Management Act

		(PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Manage and review specifications received from end users. Implement and maintain the update of all prospective and preferred supplier database. Coordinate, review and execute the bidding process. Coordinate and review the compilation and invitation of quotations from Central Supplier Database as per the National Treasury. Serve as the secretariat for all Cluster Bids & Specification Committees. Supervise, monitor, analyse and determine actions to ensure proper contract administration. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Verify correctness of invoice. Facilitate authorization of payment. Coordinate the safe keeping and distribution of goods. Supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial and HR administration. Control and safeguard all Supply Chain documentation. Manage, optimises and maintain Agency's physical and/ or financial assets, often overseeing lifecycle planning, maintenance, and compliance. Effective maintenance of asset register. Supervise and undertake risk management assessments. Supervise and implement fraud and abuse prevention strategy for SCM. Supervise and undertake performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage moveable assets in your section. Conduct physical verification of assets, manage movement of assets, identify redundant, non-serviceable and obsolete assets in your section'
<u>ENQUIRIES</u>	:	Mr N Smouse Tel No: (051) 404 9000
<u>NOTE</u>	:	The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 09/174</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT (X2 POSTS)</u> Vaal-Orange Catchment Management Agency Division: Revenue Management
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08)
	:	Pretoria (GP) Ref No: VOCMA20 (X1 Post)
	:	Kimberley (NC) Ref No: VOCMA21 (X1 Post)
<u>REQUIREMENTS</u>	:	A relevant NQF 6 qualification in a finance related field. Three (3) to (4) four years' experience in financial matters. Practical experience of the SAP system and the WARMS system. The disclosure of a valid unexpired driver's license. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as the PFMA, Treasury Regulations, and the Division of Revenue Act (DORA). Knowledge of and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice, Public Service Anti-Corruption Strategy, fraud, and prevention. Knowledge of equal opportunities and affirmative action guidelines, and laws. Knowledge of administrative, clerical procedures, and systems. Knowledge and understanding of Departmental policies and procedures. Provide a framework for managing performance information. Knowledge of implementing policies of

		PMDS. Problem-solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication. Accountability and Ethical Conduct. Willingness to travel extensively.
<u>DUTIES</u>	:	Implement billing management and debt Management Policies. Plan, coordinate, and manage the activities of the division associated with the delivery of revenue services to the Cluster. Provide financial administration of SAP. Monitor the reconciliation of customers. Responsible for the collection of revenue in the Gauteng & Northern Cape Regions. Handle payments in the suspense account and follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Attend monthly customer meetings. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports timeously. Manage the customer service office.
<u>ENQUIRIES NOTE</u>	:	Mr N Smouse Tel No: (051) 405 9000
	:	The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
<u>POST 09/175</u>	:	<u>SENIOR STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) (X2 POSTS)</u> Vaal-Orange Catchment Management Agency Division: Management Accounting
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08)
	:	Kimberley (Northern Cape) Ref No: VOCMA22
	:	Pretoria (Gauteng) Ref No: VOCMA23
<u>REQUIREMENTS</u>	:	A relevant NQF Level 6 qualification in Finance or related qualification. Two (2) to (4) four years' experience in the financial environment. The disclosure of a valid unexpired driver's license. Knowledge and practical experience on SAP system. Knowledge of PERSAL and Warms systems would be an added advantage. Computer literacy such as MS Excel, Word and PowerPoint. Sound understanding of accounting principles and knowledge of the budgeting process. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Problem solving and analysis. Knowledge of administrative clerical procedures and systems. Knowledge and understanding of financial prescripts such PFMA and Treasury Regulations.
<u>DUTIES</u>	:	In-Year monitoring, monthly reporting and providing support regarding the planning and budgeting process. Compiling and capturing of the budget. Fund shifting of budget allocations. Assist with tariff calculations. Ensure effective implementation of the budget policy and provide advice on the budget process to budget controllers on correct GL allocations. Analyse expenditure trends and deviations and provide reports to management. Assist with re-allocation of funds and monitor movement of funds allocated within the budget. Confirm availability of funds regarding the requisition of goods and services. Processing, capturing and/or authorizing payments to customers on the SAP system, perform payroll functions, capturing and/or authorizing staff claims on PERSAL system. Management of reporting including accruals and commitments, Address audit queries and implement corrective measures. Prepare monthly and quarterly reports on budget expenditure. Approval of journals. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES NOTE</u>	:	Mr. N Smouse Tel No: (051) 405 9000
	:	The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

<u>POST 09/176</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 270326/07</u> Branch: Infrastructure Management: Head Office CD: Dir: Engineering Services Dir: Civil Engineering Sub-Dir: Bulk Pipe Systems
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Head Office A National Diploma in Civil Engineering. Three (3) years post qualification experience in Technical Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Knowledge of technical design, and analysis of pipelines, pump stations, and reservoirs in raw water, potable water, and sanitation. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written). Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking and professional judgement. Responsiveness. Sound interpersonal and leadership skills.
<u>DUTIES</u>	:	Render technical services and support in conjunction with Engineers, Technologist and associates in the field. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the design office. Assist Engineers, Control Engineering Technicians, and associates in the field and technical office activities and appraisals for technical reports. Optimising appropriate design and cost-effectiveness of new bulk pipeline and sanitation projects. Conduction site inspections, site meetings, compilation and submission of progress reports. Development of condition assessment and civil maintenance inspections. Address breakdowns and perform fault findings. Render technical support for dam safety rehabilitation projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval to the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals with verifying and certifying invoices for payment from contractors and Public Service Providers. Provide and consolidate inputs to the technical / engineering operational plan. Research and development through continuous professional development to keep up with new technologies and procedures. Research / literature studies and technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>ENQUIRIES</u>	:	Mr. M.J. Mabela Tel No: (012) 336 6564
<u>POST 09/177</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A –C: (CIVIL) REF NO: 270326/08</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Tzaneen Area Office A National Diploma in Civil Engineering. Three (3) years post qualification civil engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to Chapter 4 and Chapter 12 of National Water Act (NWA, Act

<u>DUTIES</u>	:	<p>No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.</p> <p>Render technical services and support. Provide inputs in engineering drawings, research, design, constructing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Civil Maintenance Inspections. Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance/refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new projects and refurbishment of existing structures. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic infrastructure.</p>
<u>ENQUIRIES</u>	:	Mr KS Thantsha Tel No: (015) 307 8600
<u>POST 09/178</u>	:	<p><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (ELECTRICAL)</u> <u>REF NO: 270326/09</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern</p>
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Tzaneen Area Office
<u>REQUIREMENTS</u>	:	A National Diploma in Electrical Engineering. Three (3) years post qualification Electrical engineering experience. Compulsory Registration with the Engineering Council of South Africa as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance, technical design and analysis knowledge, technical report writing, technical consulting, research development and project management. Change management, people management. Good written and verbal communication skills, computer skills, decision making problem solving and analysis. Planning and organising. Customer focus and responsiveness.
<u>DUTIES</u>	:	<p>Analysis and development of water resources systems operating rules. Development of planning/Operation models or decision support systems for Water Resource Development/Management. Expert advice in Water Resource Planning /Operations. Development of Business Plan and manage Human Resources. Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Develop and draft maintenance strategies in line with the Asset Management Plan (AMP). Develop and update the Maintenance Demand plan and Operational plan. Provide inputs into the budgeting process as required. Compile and submit technical reports as required. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Project lead and manage Maintenance Opex</p>

and Capex projects in line with best project Management practices. Liaise with relevant bodies/councils on engineering-related matters.
Mr KS Thantsha Tel No: (015) 307 8600

ENQUIRIES

POST 09/179

ASSISTANT TECHNICAL OFFICER REF NO: 270326/10

Branch: Water Resource Management
Dir: Resource Quality Information Services

SALARY CENTRE REQUIREMENTS

R228 321 per annum (Level 05)
Roodeplaat, Resource Quality Information Services
A relevant NQF Level 4 with mathematics/Mathematics Literacy/Physical Science). Knowledge of the Occupational Health and Safety Act. (OHS). Computer Literacy. The disclosure of a valid unexpired driver's license. Basic knowledge in handling laboratory equipment. Basic Problem Solving. Good communication skills. Willingness to acquire new skills. Knowledge of ISO 17025 will serve as a recommendation.

DUTIES

Receive samples with specific tests requests. Preparation of samples according to laboratory Standard Operating Procedures (SOPs). Maintenance and monitoring of laboratory equipment and environment. Removal and sterilisation of hazardous laboratory waste. Cleaning of glass and plasticware. Changing and handling of gas cylinders. In-house training of personnel, graduates and interns on activities related to the work. Capture monthly water-related data. Maintain and verification of laboratory glassware, thermometer, balance, dispensettes and micropipette. Stock taking laboratory consumables. Verification of laboratory glassware. Record data and information according to quality management system (forms).

ENQUIRIES

Ms J. Lekekiso Tel No: (012) 808 9750

POST 09/180

WATER CONTROL AID REF NO: (X4 POSTS)

Branch: Infrastructure Management Southern Operations
Dir: Operations Southern

SALARY CENTRE

R193 359 per annum (Level 04)
De Mist Kraal Ref No: 270326/11 (X1 Post)
Kat River Dam Ref No: 270326/12 (X1 Post)
Doornriver Dam Ref No: 270326/13 (X2 Posts)

REQUIREMENTS

An NQF level 2 or equivalent qualification. The disclosure of a valid unexpired driver's license will serve as an added advantage. A higher qualification will serve as an added advantage. Good verbal, writing and reading skills. Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.

DUTIES

Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the storeroom always.

ENQUIRIES NOTE

Mr S Cannon at (063) 500 6215 / Mr ML Boyce at (083) 412 1966
Preference will be given to candidates from the Geographical Area

POST 09/181

LABORATORY CLEANER REF NO: 270326/14 (X2 POSTS)

Branch: Water Resource Management
Dir: Resource Quality Information Services

SALARY CENTRE REQUIREMENTS

R163 680 per annum (Level 03)
Roodeplaat (RQIS)
A relevant NQF level 2. Cleaning experience in the laboratory will serve as an added advantage. Basic knowledge of cleaning principles. Basic knowledge of

chemical use e.g., dilution/mixing. Understanding of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of record keeping. Basic understanding and applying laboratory safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.

DUTIES : Clean laboratory and equipment. Remove all laboratory waste according to procedures. Clean glass and plastic ware according to procedures. Remove and connect gas cylinders. Complete relevant forms to ensure traceability of laboratory activities. Stock taking of cleaning materials. Requesting cleaning materials as and when needed. Clean storerooms. Emptying waste bins. Keep stock of chemicals. Refill deionized water containers. Report hazards, damaged equipment, machines, or unsafe conditions to supervisors. Switching on and off laboratory air compressor.

ENQUIRIES : Ms J. Lekekiso Tel No: (012) 808 9750

POST 09/182 : **GENERAL WORKER (X3 POSTS)**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY CENTRE : R138 486 per annum (Level 02)
: Mthatha Dam Ref No: 270326/15 (X1 Post)
Waterdown Dam Ref No: 270326/16 (X1 Post)
Gcuwa Dam Ref No: 270326/17 (X1 Post)

REQUIREMENTS : An ABET Certificate. A higher qualification will serve as an added advantage. Demonstration to relevant experience in a similar environment will serve as an added advantage. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.

DUTIES : Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and offload equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.

ENQUIRIES : Mr ML Boyce at 083 412 1966
NOTE : Preference will be given to candidates from the Geographical Area.