



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2025

DATE ISSUED 14 NOVEMBER 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 28 November 2025 at 16:00

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

OTHER POSTS

POST 42/01

: **ADMINISTRATION CLERK (SUPERVISOR) (PUBLIC PRIVATE PARTNERSHIP) REF NO: 3/3/1/01/2025**

: Directorate: Vetting, Screening and Special Investigations

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)

: Gauteng (Pretoria)

: Must be in possession of grade 12 certification. The candidate must have a minimum of three (3) years' experience required. Job Related Work Experience: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service.

		Knowledge of working procedures in terms of the working environment. Job Related Skills: Must have a computer literacy, the applicant must have good verbal and written communication. Must have a planning and good organisation.
<u>DUTIES</u>	:	Supervise and render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distributes documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondences when required. Keep and maintain the incoming and outgoing register of the component. Checking draft minutes for accuracy against recording or notes. Supervise and provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the assets register of the component. Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendances register of the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise Human resources / staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms Conny Matebane Tel No: (012) 319 6960
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACSrecruit012025@nda.agric.za
<u>NOTE</u>	:	African, Coloured, White Males and Coloured, Indian and White Females, and persons with disability are encouraged to apply.
<u>POST 42/02</u>	:	<u>VETTING INVESTIGATOR REF NO: 3/3/1/02/2025</u> Directorate: Vetting, Screening and Special Investigations
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 12 Certificate. A Bachelor's Degree / National Diploma in Security Risk Management, Police Science and Policing / Social Science (NQF6). Appointment is subject to completing training course offered by State Security Agency / Defence Intelligence. Minimum of two (2) years of experience in the field of security vetting. Job related knowledge: Knowledge on security vetting administration. Extensive knowledge in general administration. Job related skills: Communication skills, Facilitation skills, Computer literacy, Report writing skills, Presentation skills, Listening skills and Interpersonal relations skills. A valid driver's licence and willingness to travel on a regular basis.
<u>DUTIES</u>	:	Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with State Security Agency (SSA), South African Police Service (SAPS), South African Secret Service (SASS), Defence, Department of Home Affairs and other critical stakeholders for advice and assistance to obtain additional information. Administer vetting files and reports.
<u>ENQUIRIES</u>	:	Mr Mandla Mnguni Tel No: (012) 319 7127

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Vlrecruit022025@nda.agric.za
<u>NOTE</u>	:	African, Coloured, White Males and Coloured, Indians, White Females and Persons with disability are encouraged to apply.
<u>POST 42/03</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: 3/3/1/06/2025</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Must be in possession of grade 12 certificate and National Diploma in Human Resource Management (NQF 6). The candidate must have a minimum of (one) 1 year experience in Recruitment and Selection Environment. Job Related Work Experience: Knowledge of recruitment and selection prescripts and legislation. Knowledge of human resource transformation, monitoring and evaluation. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Employment Equity Act. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Job Related Skills: the applicant must have good communication (verbal and written). Good interpersonal relations. Ability to communicate well with people at different level. Planning and organising skills. Problem solving skills. Good telephone and email etiquette. Presentation and facilitation. Report writing. Record keeping. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. A Valid Drivers License.
<u>DUTIES</u>	:	Ensure the advertisement of vacant and funded posts. Ensure that duly completed and approved application to fill a Post Form is attached. Ensure that job description or job evaluation results are attached. Ensure that employment equity targets are attached. Draft advertisement in line with the approved job profile. Send draft advertisement to line manager for sign off before placement. Submit documents to advertising section for placement. Provide effective advisory service on recruitment and selection. Ensure adherence and compliance to R&S policy and prescripts. Administer the arrangement of shortlisting's and interviews. Provide technical advisory services during shortlisting's and interviews. Implement recommendations of the selection committee members. Draft appointment submission for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Rendering secretariat services during shortlisting and interviews. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Maintain and update database with statistics on the filling of posts. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Control, maintain and monitor databases set up to monitor recruitment and selection activities.
<u>ENQUIRIES</u>	:	Mr Godfrey Matloga Tel No: (012) 319 9416
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HRPreruit062025@nda.agric.za
<u>NOTE</u>	:	African, Coloured, Indian Males and Indian Females and Persons with disability are encouraged to apply.
<u>POST 42/04</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 3/3/1/05/2025</u> Directorate: Vetting, Screening and Special Investigations: Grootfontein Agricultural Development Institute (GADI)
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape (Middleburg)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 12 certificate. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade B certificate. Must have a minimum of three (3) years security experience Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measure to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in building and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-machines, Walk-through metal detectors, security lights and etc.) Check incidents / occurrence books / registers. Monitor and provide support in cases of emergencies. Ensure that unauthorised persons and dangerous objects do not enter the buildings / premises. Perform proper lockups for all officers and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threat to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incidents investigations and submit reports. Administer all control room operations to safeguard the department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedures. Update all registers for the incidents observed.
<u>ENQUIRIES</u>	:	Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit052025@nda.agric.za
<u>NOTE</u>	:	Coloured, Indian Males and Africa, Coloured, Indian Females and Persons with disability are encouraged to apply.
<u>POST 42/05</u>	:	<u>SECURITY OFFICER REF NO: 3/3/1/03/2025 (X2 POSTS)</u> Directorate: Vetting, Screening and Special Investigations
<u>SALARY</u>	:	R163 980 per annum (Level 03)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Basic Education and Training (NQF level 3) or higher. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade C certificate. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. (Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venue where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct.

Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. Undertake building / premises patrols to identify and check the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from instance chemicals, lights are switched on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alter emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Complete or ensure that the register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and prescripts. Ensure all incidents are recorded in the occurrence books / registers.

ENQUIRIES
APPLICATIONS

: Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit032025@nda.agric.za

NOTE

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

POST 42/06

: **SECURITY OFFICER REF NO: 3/3/1/04/2025 (X4 POSTS)**
Directorate: Vetting, Screening and Special Investigations: Grootfontein Agricultural Development Institute (GADI)

SALARY
CENTRE
REQUIREMENTS

: R163 980 per annum (Level 03)
: Eastern Cape (Middleburg)
: Applicants must be in possession of Basic Education and Training (NQF level 3) or higher. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) Grade C certificate. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. (Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).

DUTIES

: Perform access control functions. Determine whether visitors have appointments/or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents / cards as required. Escort visitors to relevant employees / venue where required. Operate X-ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorised persons and dangerous objects do not enter the building / premises. Follow-up on incidents. Ensure safety in the building and the premises. Undertake building / premises patrols to identify and check the doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from instance chemicals, lights are switched on and off as required, and suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc) and alter emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Complete or ensure that the register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and prescripts. Ensure all incidents are recorded in the occurrence books / registers.

ENQUIRIES

: Mr TK Maila Tel No: (012) 312 8627 & Cell: 060 461 4811

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit042025@nda.agric.za

NOTE

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

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 28 November 2025. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity.

OTHER POSTS

- POST 42/07** : **DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: CSP/22/2025**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree (NQF level 6 as recognised by SAQA) in Information Technology/Computer Science or related field or equivalent qualification. 5 years working experience in information technology of which 3 years must be at management/ supervisory level (ASD). Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows and ICT Systems. Sound understanding of computer systems (hardware/software), networks etc. Experience in controlling information technology budget. Knowledge of Government prescripts, Public Finance Management Act and Public Service Transformation. Ability to develop and implement outcome-based performance management system to support achievement of department goal and Objectives. Public service regulatory framework and government planning. Applied strategic thinking, problem solving and decision making, communication (written and verbal). Presentation, team leadership and project management. Planning and organizing skills.
- DUTIES** : Draft ICT policies in line with good practice and manage the communication of ICT policies and procedures to all users. Ensure the development of ICT strategies, policies and procedures and their compliance with public service best practice and prescripts. Provide systems and networks support, develop effective systems of managing ICT services for the Department and provide server administration support. Manage and monitoring services to systems, networks and ICT security. Manage backup and restore for systems, applications and databases. Manage anti-virus deployment and support, provide firewall and proxy support services. Manage and oversee the overall

		ICT security standards. Manage servers, security solutions, network hardware and equipment. Develop standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users. Oversee provision of end-user services, including help desk and technical support services. Manage service level agreements with service providers of outsourced ICT services in line with approved ICT strategy and budget. Management of resources (human and financial).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MD Mashifane Tel No: (012) 4931 435
	:	Can also be emailed to Recruitment72@csp.gov.za
<u>POST 42/08</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: CSP/23/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Pretoria
	:	National Diploma in Logistics/Purchasing management /Supply Chain Management/Business Management. 2 years' experience in Supply Chain Management environment. Knowledge of Public Finance Management Act, Treasury Regulations, contract management, Supply Chain Management policies and procedures. Knowledge of BAS and LOGIS systems. Computer literacy, Planning and organizing, interpersonal and communication skills. Problem solving and decision making skills. Customer service orientation.
<u>DUTIES</u>	:	Procurement of goods and services for below the threshold of R500 000.00. Invitation of quotations and ensure that all documentations are correctly completed and needs clearly defined. Draft specifications/ terms of reference received from the directorate and convert to standard template. Compiling a list of documents received, evaluation, drafting comparative schedule, quotation register and checklist; submitting to supervisor for verification. Submit documents to the directorate for acceptance of recommendation and submit approved documents to SCM: Logistics to issue an order. Rotation of the CSD suppliers. Searching for suppliers from the National Treasury's Central Supplier Database (CSD) suppliers, attend to all database queries, reporting on a monthly basis. (List of suppliers utilized) and reporting none responsive suppliers. Procurement of goods and services for the threshold above R500 000.00. Compile bid documents for issuing purposes, attend to queries related to the administration of the bid documents and assist with the process on closing date of the bid.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MD Mashifane Tel No: (012) 4931 435
	:	Can also be emailed to Oratile.Phomane@csp.gov.za
<u>POST 42/09</u>	:	<u>ADMINISTRATION CLERK REF NO: CSP/24/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Pretoria
	:	A Senior certificate/Grade 12 certificate. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of document management or filing, ability to capture and maintain data. Ability to capture data, use computer. Planning and organizing, communication skills (verbal and written). Computer literacy, confidentiality and accuracy. Ability to work under pressure and work long hours.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Chief Directorate. Keep and maintain the incoming and outgoing register of the Chief Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the Chief Directorate. Maintain leave register for the Chief Directorate. Coordinate the maintenance of personnel records in the Chief Directorate. Arrange logistical arrangements for travelling and accommodation. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Maiko Tel No: (012) 4931 390
	:	Can also be emailed to Recruitment52@csp.gov.za

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 November 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 42/10** : **HEAD OF CLINICAL UNIT (PSYCHIATRY) GRADE 1 – 2 REF NO: SG 03/42/25/01**
- SALARY** : Grade 1: R2 084 754 per annum
Grade 2: R2 279 559 per annum
(all-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 2 Military Hospital, Wynberg, Cape Town.
: MBChB degree and specialised in the field of Psychiatry and registered with the Health Professions Council of South Africa (HPCSA). Minimum of 3 years required.
- DUTIES** : Management of the Psychiatry Department in the hospital. Provide an inpatient and outpatient service in a Psychiatry Department. Manage patients as both in and out patients. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Psychiatry and Psychology Departments. Supervise and teach Registrars. Participate in and provide academic teaching and lectures. Provide consultant cover and clinical services after-hours. Ensure an active CPD program is run in the department. Managerial tasks include budgetary estimations, compilation of reports, and maintenance of discipline and performance assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.

<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454.
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/11</u>	:	<u>MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1 – 3) REF NO: SG 03/42/25/02</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (all-inclusive package per according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	2 Military Hospital, Wynberg, Cape Town Applicable degree, MBChB or equivalent and registration with the Health Professions Council of South Africa (HPCSA). Diploma in Internal Medicine advantageous. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in an Internal Medicine Department. Manage patients both as in- and out patients. Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Supervise students rotating through the Internal Medicine department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include budgetary estimations, maintenance of discipline, rosters and assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454.
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/12</u>	:	<u>MEDICAL OFFICER (PAEDIATRICS) GRADE 1 - 3 REF NO: SG 03/42/25/03</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (all-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	2 Military Hospital, Wynberg, Cape Town Applicable degree, MBChB or equivalent and registration with the Health Professions Council of South Africa (HPCSA). PALS/APLS, ANLS and/or Diploma in Child Health advantageous. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an Inpatient and Outpatient service in a Paediatric Department. Manage patients both as in- and out patients (including neonates). Supervise junior medical officers and interns in training. Ensure optimal training of interns as per HPCSA guidelines. Have background knowledge and or post graduate qualification in Paediatric. Must be able to assist with paediatric procedures. Supervise students rotating through the Paediatric department. Participate in and provide academic teaching and lectures. Ensure an active CPD program is run in the Department. Managerial tasks will include rosters and assessments of staff. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES</u>	:	Dr M.B. Esau Tel No: (021) 799 6258, Maj L.M. Thebe Tel No: (021) 799 6577 or Warrant Officer R.J. West Tel No: (021) 799 6454
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service., 2 Military Hospital, Private Bag X4, Wynberg, 7824 or hand deliver to 2 Military Hospital, Hospital Rd, Wynberg Military Base or email to 2milhr@dod.mil.za

<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/13</u>	:	<u>MEDICAL TECHNOLOGIST BIOCHEMISTRY, PRODUCTION LEVEL (GRADE 1 – 3) REF NO: SG 03/42/25/04</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum. Grade 2: R463 941 per annum Grade 3: R543 099 per annum (all-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria. National Diploma/B Tech/BHSc in Medical Technology. No Medical Technology post registration experience will be required but any relevant experience will be an advantage. Current full registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist Biochemistry (Independent practice). Special requirements (skill needed): Implementation and management of Occupational Health & Safety regulations/procedures. Total quality management. Communication. SANAS Accreditation.
<u>DUTIES</u>	:	Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional fields of Biochemistry: Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel (Lt Col) D.P. Maluka Tel No: (012) 314 0161 Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba-Tshwane, Pretoria or email to Elizabeth.VanDerWesthuizen@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/14</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBWKLf/01/42/25/01 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	AFB Waterkloof, Pretoria A minimum of Grade 12 (NQF Level 4) or equivalent with minimum of three (3) 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).
<u>DUTIES</u>	:	Provide Human Resources administration capability at AFB Waterkloof. 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 WKLF. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055 Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 42/15</u>	:	<u>PERSONNAL ASSISTANT REF NO: SAAFHQUNIT/01/42/25/A1</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Secretarial Diploma or Diploma in Management Assistant with a minimum of three (3) years relevant experience in rendering a support service to senior management. Special requirements (skills needed): Language skills and the ability to communicate well with people at different backgrounds. Proficiency in Microsoft, Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good etiquette, sound organisational skills, high level of reliability, ability to act with tact and discretion. Candidate must be willing to work overtime at times.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following core functions: Provide secretarial/reception support service and clerical support to the Director e.g. Receive telephone calls, performs advanced typing work, record the engagements. Renders administrative support services eg. Co-ordinates logistical arrangements for meetings when required. Supports the Director with administrative of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Continuously remains up to date wrt the policies and procedures applicable to the work environment to ensure efficient and effective support to the Director. Remains abreast with the procedures and processes that apply in the office of the Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/16</u>	:	<u>PERSONNEL OFFICIAL: SUPERVISOR REF NO:</u> <u>SAAFHQUNIT/01/42/25/B2</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with three (3) years of 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).
<u>DUTIES</u>	:	Provide Human Resources administration capability at Air Command (CM&S). Remain abreast with the procedures and processes that apply in the office wrt PSAP. Monitor and conduct the training and development of personnel. Ensure the quality of work. Direct the provision of support services to the unit. Assess staff performance and handle enquiries related to PSAP in the office. Oversee the provision of logistics support. Coordinate personnel administration. Supervision of human resources maintenance. Ensure control of the work flow to and from relevant role players at SAAF HQ. 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. Compile CM&S reports and ensure submission to relevant stakeholders. Handle and manage detached duty and lateral transfers of PSAP Keep and maintain personnel's files. Attend work sessions and development courses. Prepare work skill plans. Participate in staffing and placement boards.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col J. Songca Tel No: (012) 312 2343 South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose

transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 42/17</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: AFBWKLf/01/42/25/02 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	AFB Waterkloof, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Computer literate and numerical skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, P.O. Box1001, Lyttleton 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/18</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: AFBWKLf/01/42/25/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	AFB Waterkloof, Pretoria
	:	A minimum of 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, P.O. Box1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to: afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/19</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: 68AIRSCHL/01/42/25/01A</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	68 Air School, Pretoria
	:	A minimum of 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B Malaza Tel No: (012) 672 5039/5021
<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to: oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/20</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO:</u> <u>PROCUNITOC/01/42/25/(I) (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Procurement Unit OC, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to: mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/21</u>	:	<u>REGISTRY CLERK PRODUCTION REF NO: AFBWKL/01/42/25/06</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of 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. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
	:	Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwlkhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/22</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: 68AIRSCHL/01/42/25/02B</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	68 Air School, Pretoria
	:	A minimum of Grade 12 (NQF L4) or equivalent. No experience. Special requirements (skills needed): Knowledge of MS suite. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem Solving Skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background in record management will be an advantage.
<u>DUTIES</u>	:	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 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021
	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email: oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/23</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: MDW/01/42/25/01/B</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Air Force Mobile Deployment Wing
	:	A minimum of 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 record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/24</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: PROCUNITOC/01/42/25/(II)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Procurement Unit OC, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of 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 record management skills. A background as record management will be an advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/25</u>	:	<u>SECRETARY REF NO: AFBWKLF/01/42/25/05</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 or equivalent. Secretarial/Administration experience will be an advantage. 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.
<u>DUTIES</u>	:	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
APPLICATIONS**

: Maj B Lekgokgola/F Sgt L Roos Tel No: (012) 672 3055/3
: Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton, 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za

NOTE

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

POST 42/26

: **SECRETARY REF NO: SAAFHQUNIT/01/42/25/C3**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 – R268 950 per annum (Level 05)
: SAAF Headquarters Unit, Dequar Road, Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. Secretarial/Administration experience will be an advantage. 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. A background as legal secretary will be an advantage.

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

: Lt Col J. Songca Tel No: (012) 312 2343

<u>APPLICATIONS</u>	:	South African Air Force, Dequar Road, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/27</u>	:	<u>SWITCHBOARD OPERATOR REF NO: AFBWKLF/01/42/25/07 (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/28</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SAAF HQ UNIT REF NO: 01/42/2504/D4 (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. 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, over time and be physically fit.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/29</u>	:	<u>SWITCHBOARD OPERATOR REF NO: SAAFCOL/01/42/25/3C (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. 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. Good communication skills (Verbal and Non-verbal).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/30</u>	:	<u>SWITCHBOARD OPERATOR REF NO: MDW 01/42/25/01/A (X3 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Air Force Mobile Deployment Wing
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent, experience in switchboard procedures will be an added advantage. 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, over time and be physically fit.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/31</u>	:	<u>GROUNDSMAN REF NO: AFBWKL01/42/25/04 (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola /F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof, P.O. Box 1001, Lyttleton, 0140 or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion, Department of Defence, Air Force Base Waterkloof, P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/32</u>	:	<u>CLEANER REF NO: AFBWKL01/42/25/8 (X13 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special Requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>POST 42/33</u>	:	<u>FOOD SERVICE AID REF NO: AFBWKLF/01/42/25/9 (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/34</u>	:	<u>STORE ASSISTANT REF NO: AFBWKLF/01/42/25/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Waterkloof, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj B. Lekgokgola/F Sgt L. Roos Tel No: (012) 672 3055
<u>APPLICATIONS</u>	:	Department of Defence, Air Force Base Waterkloof P.O. Box X1001, Lyttleton, 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or may be hand deliver at Solomon Mahlangu Drive (M10) 378 JR, Centurion or email to afbwklfhr@dod.mil.za
<u>POST 42/35</u>	:	<u>FOOD SERVICE AID REF NO: 68AIRSCHL/01/42/25/03C (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	68 Air School, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021

<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/36</u>	:	<u>STORE ASSISTANT REF NO: 68AIRSCHL/01/42/25/04D (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	68 Air School, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good Communication (verbal/written) and Interpersonal Skills, basic numeracy skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj V. Mahlangu/WO2 S.B. Malaza Tel No: (012) 672 5039/5021
<u>APPLICATIONS</u>	:	Department of Defence, 68 Air School, Private Bag X15088, Lyttelton, 0140 or may be hand deliverd at Snake Valley Road, 356 JR, Centurion or email to oc68airschool@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/37</u>	:	<u>CLEANER REF NO: SAAFCOL/01/42/25/4D (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver to Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/38</u>	:	<u>HOUSEHOLD AID REF NO: SAAFCOL/01/42/25/5E (X9 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SA Air Force College, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Communicate effectively.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Maintain cleanliness in the bungalow of students. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Maj K.L. Bosch Tel No: (012) 351 5045/5172

<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver to Abraham Kriel Road, Thaba Tshwane, Centurion or email to saafcolhr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/39</u>	:	<u>GENERAL STORE ASSISTANT REF NO: SAAF HQ UNIT 01/42/2504/D4</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills and good numerical skills.
<u>DUTIES</u>	:	Provide a productive servicer 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.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/40</u>	:	<u>MESSENGER REF NO: SAAF HQ/01/42/25/F6 (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	Short-listed candidates will undergo a driving and competency test. It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/41</u>	:	<u>CLEANER REF NO: SAAF HQ REF NO: 01/42/25/G7 (X7 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	SAAF Headquarters Unit, Dequar Road, Pretoria
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
<u>DUTIES</u>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing

		furniture and floors). Clean ablution facilities. Report any defects in the workplace to immediate supervisor.
<u>ENQUIRIES</u>	:	Lt Col J. Songca Tel No: (012) 312 2343
<u>APPLICATIONS</u>	:	Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria, 0001 or may be hand deliver at 07 Dequar road, CBD, Pretoria or email to: saafunithr@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>POST 42/42</u>	:	<u>FOOD SERVICE AID REF NO: SAAF MDW/01/42/25/01/C</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	AFB Mobile Deployment Wing, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Maj T. Qwakele Tel No: (012) 351 2567/WO2 N.S. Dithatho Tel No: (012) 351 2773
<u>APPLICATIONS</u>	:	Department of Defence, SA Air Force Mobile Deployment Wing Snake Valley Road, Private Bag X1008, Thaba Tshwane, 0143 or may be hand deliver at Snake Valley Road, 356 JR, Centurion or email to mobiledeploymentwing@dod.mil.za
<u>NOTE</u>	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	28 November 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 42/43</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 4/4/1/04</u>
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: East London

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma NQF6/Undergraduate Degree NQF7 qualification in Human Resource Management/ Labour Relations/ Labour Law/ Training and Development. Valid driver's licence. Five (5) years' experience of which two (2) years at the Middle Management level (Assistant Director) and three (3) years functional experience in HRM environment. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the province. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. To effectively manage the employee health and wellness Programmes. To Provide Sound Employee Relations. Management of resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms P Mbongwana Tel No: (043) 701 3128
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, East London
<u>POST 42/44</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDIT) REF NO: HR4/25/11/07HO</u> (Re-advertisement, those who previously applied should not re-apply)
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Auditing / Accounting / Financial Information System / BCom Information Management / Information Systems/ BSc IT / Computer Science. Four (4) years' experience of which two (2) years at Supervisory level as (Senior Internal Auditors (ITC) and two (2) years' experience in Information Communication and Technology Audit. Valid driver's license. Registration with Institute of Internal Auditors (IIA). Knowledge: Internal Audit Methodology, Information Technology Frameworks (CoBIT, ITIL, ISO, Public Finance and Management Act (PFMA) and Treasury Regulation, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Frameworks, King Report on Corporate Governance (II and III), Framework for Managing Performance Information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental Legislative and regulatory framework (LRA,BCEA,PAIA etc.)
<u>DUTIES</u>	:	Plan the allocated audit assignment according to the approved Internal Audit Plan. Conduct Audit Projects according to the approved Internal Audit Plan. Manage resource of the unit.
<u>ENQUIRIES</u>	:	Mr D Mangaye Tel No: (012) 309 4205
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
<u>POST 42/45</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP 2) REF NO: HR4/4/1/37</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Mdantsane
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act,

		Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LB Mduduma Tel No: (043) 285 0400
	:	Deputy Director Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. E-mail: Jobs-EC10@labour.gov.za
<u>POST 42/46</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/60</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Labour Centre: Mthatha
	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Plan and independently conduct occupational inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Zaula Tel No: (047) 501 5600
	:	No 18 Corner of Madeira & Elliot Streets, Old Manpower Building, Mthatha, 5100 Labour Centre. Operations Private Bag X5080, Umtata, 5100. Email: Jobs-ECUTT@labour.gov.za
<u>POST 42/47</u>	:	<u>CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Graaff-Reinet Labour Centre
	:	Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Mr. S Mshumpela Tel No: (049) 892 2142

<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street, Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za
<u>POST 42/48</u>	:	<u>DRIVER REF NO: HR 4/4/1/154</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Provincial Office: East London, Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 10. Valid Driver's license and PDP. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles, Interpersonal relations, Courier services. Skills: Driving skills, Interpersonal, Communication (verbal and written), Computer literacy, Telephone etiquette, Organisation, Negotiation.
<u>DUTIES</u>	:	Provide effective and efficient Messenger Driver Services. Assist in the process of maintenance, repairing and servicing of vehicles. Render registry and office administration support services in the office.
<u>ENQUIRIES</u>	:	Mr. MM Nohesi Tel No: (043) 701 3029
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email: Jobs-EC10@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 01 December 2025, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 42/49** : **DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: BC31/2025**
- SALARY** : R1 059 105 per annum, (all-inclusive salary package)
- CENTRE** : Kwa-Zulu Natal

<u>REQUIREMENTS</u>	:	Degree/ National Diploma (NQF6) in Forestry / Environmental Science / Environmental Management or Relevant qualification in the related field. . A minimum of five years (5) years' experience in the related field of which three (3) years should be at an entry/ junior level (Assistant Director level or equivalent). Extensive knowledge in Woodlands and indigenous Forest and Commercial Forestry. The ability to interpret and apply related legislation and policies, National Forestry Act (NFA) National Veld and Forest Fire Act (NVFFA). NEMA, NEMBA, Public Service Act, PFMA including Labour Relations Act and other Environmental legislations. Knowledge of project management Skills: Planning and organising, Policy development and analysis, People management/ Human Resources/ Leadership, Facilitation and Negotiation, excellent communication (verbal, presentation awareness raising and report writing), and problem-solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver's license and willing to travel.
<u>DUTIES</u>	:	Manage and develop policies, norms, standards, tools and procedures for sustainable management of indigenous forests and woodlands. Manage conservation planning and compliance with national and international biodiversity Management frameworks. Identify priority forest for protection and rehabilitation. Determine relative conservation and socio-economic values of forest patches as well as threats. Ensure ecological forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Ensure that site inspection is conducted. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial resources). Analyse the impact of environmental assessments. Ensure compliance and monitoring of Environmental legislation, especially NFA and NVFFA. Managing achievements of the Regional Annual Plan of Operation. Develop and provide forest management guidelines, norms, best practice to the WIFM regions (KZN). Evaluate and monitor performance and appraisal of the employees. Manage discipline.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. T Ramatshimbila Tel No: (012) 309 5716
	:	BC31-2025@dffe.gov.za
<u>POST 42/50</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: LOCAL GOVERNMENT SUPPORT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R612 480 per annum
	:	ZF Mgcawu District Municipality Ref No: EP31/2025
	:	Garden Route District Municipality Ref No: EP32/2025
<u>REQUIREMENTS</u>	:	A four (4) year degree in environmental or natural science or relevant equivalent qualification recognised by SAQA, coupled with (6) years post qualification experience in a related field. Sound knowledge of Local Government, Environmental Management, EPWP, Strategic Planning, Procedures and Departmental policies, Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the budget of the directorate. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Good interpersonal relations skills, Stakeholder engagement, Negotiation, Research Strategic Capability and Leadership skills. Programme, Project Management, Financial Management, Change Management, Knowledge Management skills. Service Delivery Innovation (SDI). Client Orientation and Customer Focus. Ability to gather and analyse information, develop and apply policies, work individually and in team, Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Good interpersonal relations skills. Creativity. Honesty, Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Facilitate the mainstreaming or integration of environmental sustainability in the IDP across all environmental themes, conduct IDP analysis for the District and Local Municipalities, conduct Environmental Impact Assessment Project screening for municipal projects, provide feedback to all municipalities on IDP analysis and recommendations for improvement. participate in the IDP development processes in all municipalities to improve the IDP environmental credibility and develop and environmental chapter, when necessary, facilitate and coordinate environmental capacity building. Conduct environment capacity analysis in the District and Local Municipalities, Identification and capacity

building initiatives. Support environmental planning and management in municipalities, provide support in the development of municipal environmental sector plans, ensure the development and review of municipal environmental law-making instruments. Improve environmental governance systems within municipality, establish and coordinate municipal environmental forums in response to legislative requirements and guided by municipal dynamics. Facilitate and coordinate environmental awareness initiatives, support environmental advocacy and campaigns (clean-up campaigns, environmental calendar days and community/school environmental education and awareness in support of municipality. Support the planning and implementation of Environmental Management programmes and projects in Municipalities. Consolidate and update Inventory of all Environment Projects in the municipality, Support environmental project proposals funded or to be funded by the departmental Environmental Programmes, municipalities, and other funders, Identify and monitoring the reporting on Environmental Projects in the EAC Sector, participate in provincial forums for both branch and sector.

**ENQUIRIES
APPLICATIONS**

: Mr L Mphuti Tel No: (012) 399 8757
: Email: EP31-2025@dffe.gov.za
Email: EP32-2025@dffe.gov.za

POST 42/51

: **DEPOT OPERATIONS SPECIALIST REF NO: WB03/2025**
(18 Months contract)

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum, plus 37 % in lieu of benefits
: Pretoria
: National Diploma (NQF 6) or higher in Environmental Sciences or relevant equivalent qualification recognised by SAQA. A minimum of three (3) years' experience in a relevant field. Knowledge of strategic planning and budgeting, Environmental Management. Ability to develop, interpret and apply policies. Knowledge of strategies and legislation, Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel, Ability to control and manage the acquisition of services and assets of the department, and knowledge of Public Service financial legislative frameworks. Skills needed: Leadership and Management, Organisational and Planning, Programme and Project Management. General and Good communications skills. Coordination skill, Computer literacy, listening skills and Writing skills. Ability to work under pressure; Ability to work long hours voluntarily. Ability to work under pressure. Ability to work independently. Ability to work with difficult persons and to resolve conflicts. Ability to gather and analyse information. Ability to develop policies and management plans. Ability to apply policies, strategies, and legislation. Ability to work individually, in team and to build a team. Analytical, strategic, and integrative thinking. Good interpersonal relations skills. Ability to empower others. character beyond reproach. Articulate and Responsible, accountable and loyal. A valid driver's license will be an added advantage.

DUTIES

: Promote environmental sound storage practices and operational efficiency. ensure that the sites are compliant with environmental legislations. facilitate and coordinate Memorandum of Agreements. plan and coordinate training sessions. send out training invitation to depot operators. implement the programs. ensure regular monitoring of site. ensure compliance with relevant legislations. engage with the depot operators and landlords to complete the registration form to register depots with the Competent Authority and Waste Bureau. Prepare inspection documentation, communicate the audit plan with the Depot Operators and other internal Officials. conduct compliance audits and compile reports. Share the audit findings with the Senior Manager and Depot Operators. follow up with the Depot Operators on the closure of audit findings and areas of improvement. ensure efficient operations at Waste Tyre Depots. Receive. verify and analyse monthly depot operation reports from depot operations. engage with Depot Operators on any discrepancies. receive stock availability reports from Waste Tyre Depots. draft the collection and Processor supply plan. Consolidate monthly stock reports. Attend to all queries related to depot operations. conduct contract compliance and performance. communicate and address non-compliance with Depot Operators. Coordinate depot operation meetings with Depot Operators stakeholders. develop and schedule depot operations meetings draft meeting documents. generate and circulate action items. ensure payment of Waste Bureau service providers:

		Receive, print and submit invoices for authorisation and processing. Verify each invoice against the monthly allocated budget and rendered services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Masinga Tel No: (012) 399 8629
	:	WB03-2025@dffe.gov.za
<u>POST 42/52</u>	:	<u>CONTROL MARINE CONSERVATION INSPECTOR: COMPLIANCE REF NO: FIM10/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust building)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Natural Science/ Nature Conservation/ Environmental Law/Law and /or Law Enforcement or equivalent relevant qualification as recognized by SAQA. A minimum of 3 years experience in Law Enforcement or relevant field. Knowledge of Marine Living Resources Act 1998, (Act No 18 of 1998). Knowledge and understanding of all relevant legislations and regulations that govern the Public Service, including the PFMA, Treasury regulations, Public Service Act, Labor Relations Act, Criminal Procedure Act, Integrated Coastal Management Act, National Environmental Management Biodiversity Act and all departmental procedures and prescripts. Supervisory Experience Skill: Good communication (Verbal and writing), Computer skills, planning and organizing skills. willingness to travel and work extended hours.
<u>DUTIES</u>	:	Ensure compliance with port state measures and local policies through inspections; Ensure that operational plans are implemented by all stations to meet the targets regarding monitoring of landings on all fisheries sectors. Manage issuing fines and issuing of dockets. Ensure accurate information and knowledge management; Ensure that exhibit books, stores, equipment and transgression registers are kept updated and inspected. Compile monthly, quarterly and annual reports. Manage a database for the utilization of firearms and ammunition. Strengthen enforcement efforts to intensify compliance; Manage a database of exports and imports to improve monitoring of marine species. Ensure that all transgressions are followed up and action taken. Facilitate administrative and management functions. Conduct ad hoc inspections and spot checks in hotspot areas. Attend Scientific and management working group meetings. Create awareness on compliance with coastal communities. Participate in cooperative governance structures.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms Fatima Savel at (083) 533 4919
	:	FIM10-2025@dffe.gov.za
	:	Be prepared to work overtime, flexi- hours and shift work.
<u>POST 42/53</u>	:	<u>CHIEF MARINE CONSERVATION INSPECTOR: MONITORING AND SURVEILLANCE REF NO: FIM11/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust building)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Natural Science/ Nature Conservation/ Environmental Law/Law and /or Law Enforcement or equivalent relevant qualification as recognized by SAQA. A minimum of 2 years experience in Law Enforcement and investigations or relevant field. Knowledge of Marine Living Resources Act 1998, (Act No 18 of 1998). Knowledge and understanding of all relevant legislations and regulations that govern the Public Service, including the PFMA, Treasury regulations, Public Service Act, Labor Relations Act, Criminal Procedure Act, Integrated Coastal Management Act, National Environmental Management Biodiversity Act and all departmental procedures and prescripts. Skill: Good communication (Verbal and writing), Computer skills, planning and organizing skills. willingness to travel and work extended hours.
<u>DUTIES</u>	:	Conduct investigations in terms of the MLRA and verify fishing right holders / exemption holders and or permit holders in the 6 key fishery sectors. Gather all information pertaining to the right, the processing, storing and marketing of marine resources involved. Analyse information gathered to determine compliance or non-compliance. Plan and coordinate joint enforcement operations. Identify problem/s and challenges to be addressed through the joint enforcement operations. Attend and report in terms of monthly and quarterly compliance and enforcement meetings and engagements. Plan and conduct verifications at land, air and sea borders (points of entry and exit. Inspect export and import cargos for marine resources. Execute the planning and logistical

ENQUIRIES
APPLICATIONS
NOTE

- arrangements and include SAPS, NRCS, Other Government Departments, Industry, NGOs, Fisheries Management, Regional and International Partners. Conduct awareness on MLRA and species identification:
- : Mr B Liedemann at (066) 471 1392
 - : FIM11-2025@dffe.gov.za
 - : Be prepared to work overtime, flexi- hours and shift work.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Lephalale TVET College)
(Northern Cape Urban TVET College)

OTHER POSTS

<u>POST 42/54</u>	:	<u>ASSISTANT DIRECTOR RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT REF NO: MALUTITVET/RFEI-016/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Corporate Office
	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) /Degree in Risk Management/Internal Audit or equivalent qualification. A minimum of 3 years experience in supervisory position. Competencies and attributes: Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide Risk Management services. Compile risk register for strategic, operational and process level. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Manage fraud and anticorruption services. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Mathipe Tel No: (058) 303 1732
	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. 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. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a

skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE

: 05 December 2025 @13:00

POST 42/55

: **SENIOR MIS OFFICER REF NO: LEPTVET 03/2025**
(Re-advert)

SALARY

: R397 116 per annum (Level 08), excluding benefits

CENTRE

: Central Office

REQUIREMENTS

: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Information Management/ Data Management/ Information Technology. A minimum of 2 to 3 years' work experience in Data Management/ TVET MIS environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by Higher Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of COLTECH, data warehouse and IT prescripts. Good communication skills, planning and organising, problem solving skills, analytical skills, financial management skills, client oriented, project management skill and must be able to work independently and in a team. Must be Computer literate and have a valid Driver's Licence.

DUTIES

: Effective management of the TVET Management Information System (MIS) across the college. Setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. Managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. Oversee the accurate capture of approved enrolments and registrations within specified deadlines. Compilation and submission of weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education (DHE). Maintain and manage the Coltech student system and related platforms, ensuring alignment with DHE requirements through rigorous quality control and validation processes. Oversee academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. Monitor the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems.

ENQUIRIES

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

APPLICATIONS

: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

FOR ATTENTION

: Mr PM Mphethi/ Ms MN Morena

NOTE

: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The

qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
28 November 2025 at 14:00

CLOSING DATE

POST 42/56

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: NCUTVET/DHET 2025/09

SALARY

CENTRE

REQUIREMENTS

R397 116 per annum (Level 08)
Kimberley (Central Office)
An appropriate three (3) years National Diploma in Accounting/ Financial Management or relevant equivalent qualification (NQF level 6). 3-5 years' experience in the financial management environment Computer literacy in the Microsoft. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc

DUTIES

The incumbent will be responsible for: Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure. Analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections. Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes. Supervise human, physical and financial resources. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES

APPLICATIONS

A Mhluli - HR Unit Tel No: (053) 839 2099/053 839 2074
Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley

NOTE

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE

03 December 2025

POST 42/57

SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: NCUTVET/DHET 2025/10

SALARY

CENTRE

REQUIREMENTS

R397 116 per annum (Level 08)
Kimberley (Northern Cape Urban TVET College)
An appropriate National Diploma in Business Administration /Public Management/ relevant Administration (NQF level 6). 3 years experience in the college environment of which 2years should be on supervisory level. Computer literacy in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and

		understanding of the COLTECH system, TVETMIS and ITS Knowledge of the registration processes. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET and CET. Advanced Computer Literacy packages such as Microsoft Excel, Power point, MS Word, group wise Internet etc.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and administering of student registrations. Ensure supervision and rendering of examination and marking centre. Ensure supervision and render career exhibition services. Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure supervision and administering of learning materials, certificates and results. Supervise human, physical and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/58</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER: LABOUR RELATIONS REF NO: NCUTVET/DHET 2025/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level08)
	:	Kimberley (Northern Cape Urban TVET College)
	:	An appropriate three (3) year National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or relevant equivalent qualification. 3-5 years in Labour Relations or Human Resource Management environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. PERSAL Certificate. Knowledge of Labour Relations Act, Public Services legislations and policies related to). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley

<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/59</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ASSETS REF NO: NCUTVET/DHET 2025/12</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	Recognised three (3) National Diploma (NQF level 6) /Assets Management/ in Public Services, Financial Management or relevant equivalent qualification. 3-5 years working experience in assets environment or management of resources. Ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Demonstrate a sound understanding of the PFMA; Treasury regulations; PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public sector procurement process, rules and regulations.
<u>DUTIES</u>	:	The incumbent is responsible: To ensure the safekeeping of the assets within the College. Regular spot check on manual and electronic registers/filling assets. Verify the asset to be disposed. Ensure that all the assets are captured on system. Ensure that storage according to the status of the Asset (obsolete/redundant. Ensure that both obsolete and redundant asset inventory sheet is up to date. Prepare reports on a monthly and yearly basis for all obsolete and redundant assets. Perform physical verification of all sites assets (office inspection). Conduct asset counts/verifications on a bi - annual y. Administer the bi - annual asset counts/verifications of all assets. Ensure all records are up to date and correct for financial purpose and audit. Ensure that movement form is approved before movement done. Prepare reports/statistics on movements done as required. Fleet administration and coordination.
<u>ENQUIRIES</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/60</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: MALUTITVET/KCA-017/2025</u> College Council Appointment: 12 Months Contract
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kwetlisong Campus
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant

experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES

: Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

ENQUIRIES APPLICATIONS

: Ms T Mathipe Tel No: (058) 303 1732
: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE

: Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. 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. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race,

gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

<u>CLOSING DATE</u>	:	05 December 2025 @13:00
<u>POST 42/61</u>	:	<u>STUDENT ACADEMIC SUPPORT OFFICER REF NO: NCUTVET/DHET 2025/13</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate recognised National Diploma (NQF 6) in Education, Psychology Social Science or relevant equivalent qualification. 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field. Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of White Paper on PSET Act. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes.
<u>DUTIES</u>	:	The incumbent will be responsible for: Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/62</u>	:	<u>PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2025/14</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology) or Sports Science, or relevant equivalent qualification and 2-3 years' experience in Employee Health and Wellness environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of Basic knowledge of Health and Wellness policies, processes and systems.

<u>DUTIES</u>	:	The incumbent will be responsible for: Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programme based on the Health Wellness survey. Provide support in the implementation of Employee Wellness programme services. Promote psych-social wellness of employees in the college. Provide counselling. Promote physical wellness of employees in the college through sport. Provide interventions to mitigate absenteeism. Provide awareness and education on the Health and Wellness issues. Monitor programmes to manage lifestyle diseases and Health risks. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/63</u>	:	<u>PERSONAL ASSISTANT: PRINCIPAL OFFICE REF NO: NCUTVET/DHET 2025/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	An appropriate three (3) years Recognized Secretarial/Management Assistant National Diploma or relevant equivalent relevant qualification (NQF level 6). 2-3 years' relevant experience in rendering a support service to senior management. Computer literacy. Basic written communication skills. Record management of documents.
<u>DUTIES</u>	:	The incumbent will be responsible for: Provide a secretarial/receptionist support service to the manager. Receives telephone calls. Performs advanced typing work. Records the engagements of the senior manager. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Does filing of documents for the manager and unit where required. Collects, analyses and collates information requested by the manager. Ensures that travel arrangements are well coordinated. Provides support to manager regarding meetings: Records minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his /her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET

	College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	: 03 December 2025
<u>POST 42/64</u>	: <u>CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION</u> <u>REF NO: NCUTVET/DHET 2025/16</u>
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	: An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. 2-3 years' relevant experience in Human Resource Management / Administration environment. Extensive knowledge on PERSAL System (PERSAL Certificate). Good verbal and written communication skills, including presentation and report writing-skills. Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understand of human resource prescripts and practice.
<u>DUTIES</u>	: The incumbent will be responsible for: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Supervisor human resources / staff.
<u>ENQUIRIES</u>	: A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	: 03 December 2025
<u>POST 42/65</u>	: <u>PRACTITIONER: HUMAN RESOURCE DEVELOPMENT</u> <u>REF NO: NCUTVET/DHET 2025/17</u>
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	: An appropriate National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 2-3

years experience years' relevant experience in Human Resource development environment. Extensive knowledge on PERSAL System (PERSAL Certificate). Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS.

DUTIES : The incumbent will be responsible for: Implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College. Supervise human resources / employees. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES APPLICATIONS : A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE : 03 December 2025

POST 42/66 : **PERSONNEL PRACTITIONER – PERFORMANCE MANAGEMENT REF NO: NCUTVET/DHET 2025/18**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Kimberley (Northern Cape Urban TVET College)
: Recognised three (3) year National Diploma in Human Resource Management (NQF level 6) or relevant equivalent qualification. 2-3 years' experience. Knowledge on PERSAL System (PERSAL Certificate). Must be able to use Microsoft (Word, Excel). Compiling of reports. Must be able to understand and interpret PMDS Policy. Must be able to write submissions and letters

DUTIES : The incumbent will be responsible for: Support effective management of individual performance management. Capturing all PMDS documents on PERSAL and excel spreadsheet. Development of an effective performance management database. Assist in Conduction training session on PMDS Policy. Facilitate and coordinate Branch Moderation Process.

ENQUIRIES APPLICATIONS : A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration

in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/67</u>	:	<u>EXAMINATION OFFICER REF NO: NCUTVET/DHET 2025/19</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Education or relevant equivalent qualification (NQF level 6) At least 2-3 years' experience in examination services and teaching and learning environment. Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
<u>DUTIES</u>	:	The incumbent will be responsible for: Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit.
<u>ENQUIRIES</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into an contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/68</u>	:	<u>QUALITY MANAGEMENT OFFICER REF NO: NCUTVET/DHET 2025/20</u>
<u>SALARY</u>	:	R325 101 per annum (Leve 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Quality Management, Internal Auditing (NQF Level 6) or relevant equivalent. At least 1-2 years' experience in Quality Systems /Internal Auditing or ISO training. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Knowledge and understating of the application of Public Service legislative framework.

<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and conduct customer satisfaction surveys for the college. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Ensure overall supervision, schedule and conduct management reviews for the college. Prepare needed data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per MR minutes. Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement. Use management reviews as an opportunity to improve service delivery. Prepare campuses and departments e for surveillance/ recertification audits. Apply recommendations made in the audit report to improve service delivery. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Compile and submit reports on QMS to internal and external stakeholder. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts.
<u>ENQUIRIES</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/69</u>	:	<u>SPORTS, ARTS AND CULTURAL OFFICER REF NO: NCUTVET/DHET 2025/21</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	Recognized three (3) year National Diploma (NQF level 6) in sports Management/ Administration or equivalent. 1-2 years' experience in sports and culture environment. Driver's license will be an advantage. Sports Administration, cultural administration, project management, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Services, and knowledge of procedures in terms of the working environment.
<u>DUTIES</u>	:	The incumbent will be responsible for: Establish and maintain sport and recreation structures and clubs in schools, wards and local. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate capacity building programmes. Create an enabling environment for the talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Perform events management/coordination activities. Liaise with hubs, sport federation, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programs to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sport, school and community mass participation and high performance programs. Formulate and administer league related sport programs. Promote health and fitness in communities. Provide an oversight role in the implementation of sports

academy and recreation council programs. Encourage all levels of communities to participate in different codes of sports and recreation activities. Monitor the implementation of all transformation policies and programs. Promote gender mainstream in sport and recreation. Promote integrated programs of all sector department and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Collect, analyse, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects. Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented

**ENQUIRIES
APPLICATIONS**

: A Mhlauli- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

CLOSING DATE

: 03 December 2025

POST 42/70

: **STUDENT SUPPORT SERVICES (SSS) CLERK REF NO: LEPTVET 06/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05), excluding benefits
: Ellisras Campus
: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Office Administration/ Office Management and Technology/ Management Assistant. A Psychology/ Social Science will be served as an added advantage. Work experience in student support services environment will be an added advantage. Knowledge of PSET and CET Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of National Student Financial Aid Scheme legislation. Computer literacy. A valid driver's license.

DUTIES

: Assist in providing the student support services. Assist in implementing student work place and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts and culture programs for students in the campus. Render administrative services for student governance, student leadership and exit support programme.

**ENQUIRIES
APPLICATIONS**

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

**FOR ATTENTION
NOTE**

: Mr PM Mphethi/ Ms MN Morena
: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g.

indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/71</u>	:	<u>PLACEMENT CLERK: STUDENT SUPPORT SERVICES REF NO: LEPTVET 07/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Ellisras Campus
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Office Management and Technology/ Office Administration/ Business Management/ Management Assistant. Knowledge of SETA processes will serve as an added advantage. Work experience in the administration of projects will serve as an added advantage. Knowledge of PSET and CET Act. Customer oriented, attention to details, planning and organizing, good communication skill and must be able to work under pressure. Must be computer literate. A valid driver's license.
<u>DUTIES</u>	:	Apply for discretionary grants from various funders on behalf of the college. Ensure the orientation and induction of interns and host employers so that they understand the workplace process, the level of support available are equipped to undertake successful work placement process. Organise and attend placement visit to monitor the progress of students/ lecturers and deal effectively with any issues/concerns that may arise. Assist with work placement correspondences and telephone queries internally and externally. Implement student readiness programmes including resume writing, interview preparation workshops, etc. Organise group networks events for all student partners, businesses and stakeholders. Maintain the current database of host employers and student/ lecturer placement. Compile reports and assist with internship and experiential programme processes and procedures.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/72</u>	:	<u>SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: LEPTVET 08/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF level 6) in Supply Chain Management/ Logistics/ Financial Management/ Public Management. Work experience in Supply Chain Management or Asset Management environment will be an added advantage. Knowledge of Accounting System, asset disposal procedure, legislative framework governing the Public Service, Assets Management, Supply Chain policies, Department of Higher Education Mandate. Computer literacy certificate/ computer as a subject. Good communication and interpersonal relations skills. Ability to work in a team and under pressure. Attention to details, problem solving skills and communication skills. A valid driver's license.
<u>DUTIES</u>	:	Coordination and recording of asset movement. Asset disposal, Asset verification, Barcoding of existing and new assets. Implementation of College Asset Management plan. Coordination of receipt, processing and distribution of new assets. Perform other delegated functions.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/73</u>	:	<u>MARKETING CLERK REF NO: LEPTVET 09/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma (NQF level 6) in Marketing Management/Communications/ Public Relations. A Graphic Design certificate will be an added advantage. Knowledge of Photoshop, Illustrator and Corel Draw. Knowledge of TVET sector/ Public sector. Good communications skills (both writing and verbally). Good public speaking and presentation skills. Exposure to the marketing and communication environment.
<u>DUTIES</u>	:	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/74</u>	:	<u>HANDYMAN REF NO: LEPTVET 10/2025</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03), excluding benefits
<u>CENTRE</u>	:	Ellisras Campus
<u>REQUIREMENTS</u>	:	Standard 8 or Grade 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required.
<u>DUTIES</u>	:	Perform general maintenance and repair duties within the college facility. Carry out tasks related to plumbing, electrical wiring, carpentry, and basic infrastructure repair. Maintain office furniture and repair equipment. Replace or fix doors, windows, walls, and internal fixtures. Secure tools and maintenance supplies to prevent loss and ensure availability.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00

INTERNSHIP PROGRAMME 2025 – 2027

(Lephalale TVET College)

The Lephalale TVET College invites unemployed South African graduates to apply for the 2025 To 2027 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

<u>POST 42/75</u>	:	<u>INTERN: COLLEGE COUNCIL SECRETARIAT REF NO: LEPTVET 11/2025 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma (NQF Level 6) in Public Management/ Public Administration/ Office Administration/ Office Management and Technology.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/76</u>	:	<u>INTERN: LEGAL SERVICES REF NO: 12/2025</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma in Paralegal/ Four (4) year Degree in the Law field.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your

application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

CLOSING DATE

:

28 November 2025 at 14:00

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>APPLICATIONS</u>	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	:	Mr. DS Baloyi Tel No: (012) 399 0202
<u>CLOSING DATE</u>	:	28 November 2025
<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 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. 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). The Department reserves the right to fill or not fill the any advertised posts. 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.

OTHER POST

<u>POST 42/77</u>	:	<u>ASSISTANT DIRECTOR: ICT SECURITY REF NO: Q9/2025/74</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in ICT as recognized by SAQA or related field. 3-5 years' working experience in ICT security management. Knowledge Requirements: Knowledge and understanding of government

regulations/prescripts/policies. Knowledge and understanding of departmental policies relating to ICT. Knowledge of Firewall systems. Knowledge on network monitoring tools. Knowledge and understanding of DMZ Zone. Knowledge of ICT audit including server room compliance standards, Knowledge of Hacking/penetration test. Knowledge of different software systems and components. Knowledge of software and hardware configurations. Knowledge of desktop, server hardware and software. Ability to evaluate documentation. Knowledge of software application systems. Knowledge of back-up and recovery systems. Knowledge of disaster recovery testing and business continuity. Understanding if ICT network infrastructure and other related matters. Skills and Competencies: Excellent written and oral communication skills. Demonstrated customer service skills and focus. Proven ability to manage multiple tasks and projects. Ability to think and act tactically. Interpersonal skills. Project management skills. Troubleshooting skills. Presentation Skills. Skill to analyse and evaluate systems, data, etc.

DUTIES

: Coordinate ICT Security operations: Administer and monitor firewall activities, provide monthly and quarterly reports, Monitor ICT security compliance with departmental policies, procedures and prescripts, Monitor the Demilitarized Zone (DMZ) on the network and generate reports. Administer and monitor user activity on the network and reporting any violations. Protect data and system integrity: Conduct network penetration and detection/prevention tests and submit monthly reports. Conduct back-ups testing for integrity and restore purposes. Verify that all systems and equipment on the Disaster Recovery (DR) site are updated in line with the Disaster Recovery Plan (DRP). Verify that archiving of emails is properly conducted for both outgoing and incoming communications. Update software and hardware systems and equipment at the DR site. Conduct ICT security risk and Compliance: Identify and report on ICT security risks and threats and escalate complicated matters. Compile monthly and quarterly reports. Identify information assets (ICT Systems), potential threats and vulnerability. Evaluate ICT systems quarterly (software & hardware) and submit reports. Conduct market research and benchmarking on ICT security Technologies to improve services and submit reports. Document all ICT security –related changes on system/networks and implementation. Provide ICT security input for network upgrades, design and installations. Respond to security related queries and solve them. Implement systems and conduct Application Testing: Publish approved projects to the web application for processing and implementation. Test new software and applications before deployment to ensure compliance. Certify software and hardware before installation or implementation. Manage resources and Record-keeping: Conduct maintenance and awareness campaigns on ICT security matters. Update all ICT security equipment and software records in registers. Verify equipment and software for disposal to ensure compliance with policies and prescripts.

ENQUIRIES

: Mr. T Moletsane Tel No: (012) 399 0016

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 01 December 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 42/78** : **PROVINCIAL HEAD (X3 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply).
- SALARY** : R1 494 900 – R1 787 328 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: North West Ref No: 25/VA07/NW
Provincial Office: Northern Cape Ref No: 02/25/NC/PROV.OFF
Limpopo Provincial Office: Polokwane Ref No: 02/25/LMP
- REQUIREMENTS** : LLB Degree/An NQF level 7 qualification as recognized by SAQA in Social Science/ Public Administration/ Management; 5 years experience at senior management level in Court Management/Administration environment; Nyukela Certificate is required before appointment for all SMS positions (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government). Knowledge of the Law, Case Law, Criminal, Civil and Family cases and interpretation of relevant statutes, the Public Service and its governance; Knowledge of service delivery Improvement Models, Facility and Security Management; Knowledge of Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act, Promotion of Access to Information Act, Employment Equity Act; Archival Act and understanding of the Constitution; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory

		framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Ability to interpret statistics and written reports, Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholders relationship; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	North West: Mr T Chabeli Tel No: (018) 397 7031 Northern Cape: Mr L Swart Tel No: (053) 802 1317 Limpopo: Mr D Chauke Tel No: (015) 287 2080
<u>APPLICATIONS</u>	:	North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 OR https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice and Constitutional Development, Private Bag X9526, Polokwane, 0700. OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699. OR https://forms.office.com/r/X2XaVPasWu

OTHER POSTS

<u>POST 42/79</u>	:	<u>SENIOR STATE LAW ADVISOR: LP9 REF NO: 25/120/LD</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 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>	:	South African Law Commission: Centurion An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation/ advisory experience; Admission as an Attorney or Advocate; Knowledge of the Constitutional Law and Administrative Law, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act; the State Attorney Act, the Public Finance Management Act, the Treasury Regulations, the Departmental Financial Instructions and the State Liability Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy; Legal research and legislative drafting; Analytical thinking.
<u>DUTIES</u>	:	Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Develop, improve and modernize the law; Develop recommendations and draft legislation for law reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Conduct Socio Economic Impact Analysis on research and legislative proposals; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. R. Sema Tel No: (012) 315 1333
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address:

Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR visit: <https://forms.office.com/r/X2XaVPasWu>

<u>POST 42/80</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2025/56/MP</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Mpumalanga
	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Social Work/Psychology and registered with the South African Council for Social Service Professions or Health Professions Council of South Africa. A minimum of 3 years' experience in Employee Health and Wellness work environment at managerial (Assistant Director) level. Knowledge on employee Health and Wellness Integrated Strategic Framework in the Public Service; Sound Knowledge of all four EHW Pillars; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions (DFI), the Public Finance Management Act, the Public Service Regulations, Treasury Regulations Act, Government initiatives and decisions. Skills and competencies: Applied strategic thinking, Applied Technology, Budgeting and financial management, Communication and information management, Continuous improvement, Citizen Focus and responsiveness, Developing others, Diversity management, Impact management, Impact influence, Managing interpersonal conflict and Resolving problems, Planning and organising, Decision making skills, Project management, Computer literacy; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Manage, coordinate, implement and promote the physical wellbeing (wellness programmes) of individuals employees; Manage, implement and promote the psycho-social wellbeing (employee assistance) of individual employees; Manage, implement and promote Work-Life Balance; Manage and implement Health & Productivity interventions; Manage and implement HIV/AIDS and TB Programmes; Manage and implement Safety, Health Environment, and Risk & Quality Management (SHERQ) in the workplace; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NC Maseko at 083 284 9056
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre ,5th Floor, Building, Nelspruit, 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 42/81</u>	:	<u>DEPUTY DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT REF NO: 25/113/FMS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 qualification in Financial Management/ Accounting as recognized by SAQA; A minimum of 3 years' experience in a financial management and project environment at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA); Understanding of project/programme management techniques and methods; Knowledge of performance evaluation principles; Knowledge and understanding of Prevention of Organised Crime Act. Skills and competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate project planning processes in line with prescribed project management methodology; Monitor the end to-end execution of all projects in line with approved project plans; Coordinate project stakeholder relations; Evaluate project outputs and facilitate the implementation of post-closure recommendations; Manage and monitor

		financial reporting on Criminal Assets Recovery Account (CARA) and President's Funds; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>POST 42/82</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 25/14/KZN</u>
<u>SALARY</u>	:	R397 116 – R 467 790 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court: Ekuvukeni
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years Administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Skills and Competencies: People Management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Section, section related to Family Court, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Ms NF Nkosi Tel No: (031) 372 3000.
<u>APPLICATIONS</u>	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above OR https://forms.office.com/r/X2XaVPasWu
<u>POST 42/83</u>	:	<u>ADMINISTRATION CLERK (X3 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>	:	State Attorney Kimberley Ref No: 39/25/NC/SA-KIM (X1 Post) Magistrate Office; Laingsburg Ref No: 75/2025/WC (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent. Skills and competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Administrative and organization skills; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Northern Cape: Ms K. Fritz Tel No: (053) 802 1308 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: 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 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 visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin

<u>POST 42/84</u>	:	<u>COURT INTERPRETER REF NO: 2025/13/MP</u> (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Middelburg Magistrate Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous language: Language requirement: Afrikaans. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<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; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
<u>ENQUIRIES</u>	:	Mr. TV Mavundla at 078 802 0741
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

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

MANAGEMENT ECHELON

<u>POST 42/85</u>	:	<u>DIRECTOR: MARKET CONDUCT REF NO: S110/2025</u> Division: Tax and Financial Sector Policy (TFSP) Purpose: To monitor and assess developments in market conduct within the financial sector and initiate policy and legislative framework developments that promote consumer protection and the fair treatment of consumers.
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum qualification (equivalent to NQF level 7) in Economics or Law or Finance or Public Management Governance. A minimum of 5 years' experience at a middle or senior managerial level obtained in the financial sector. Knowledge and experience of consumer and financial services protection measures. Knowledge of the legislative and regulatory framework on consumer protection. Knowledge of financial and consumer ombudsman operations. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Consumer Legislation and Regulation: Contribute to the development of the legislation and regulatory framework for market conduct and consumer protection. Monitor the implementation of the Twin Peaks process with respect to market conduct. Participate in the enactment of necessary law/s through Parliament. Consumer Protection: Guide and support the implementation of the financial sector ombuds reform process. Conduct research and benchmarking exercises on the latest trends and best practices for market conduct and consumer protection. Provide policy guidance on specific aspects, such as the Treating Customers Fairly principles. Governance Framework: Develop and maintain a governance and oversight framework for financial sector bodies reporting to the Minister, e.g. Financial Sector Conduct Authority, Prudential Authority, Ombud Council, Pension Funds Adjudicator, FAIS Ombud, Financial Services Tribunal, and other relevant institutions. Advise the Minister on governance-related requests from financial sector bodies. Stakeholders Engagement: Provide policy guidance and respond to policy queries. Prepare policy briefings for the Minister on market conduct and consumer protection initiatives. Provide responses and guidance in the resolution of public queries with respect to market conduct complaints. Advise stakeholders on issues regarding market conduct and consumer protection legislation and regulation. Liaise with relevant international bodies to stay abreast of developments.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

<u>POST 42/86</u>	:	<u>SENIOR ECONOMIST: CGE MODELLING REF NO: S105/2025</u> Division: Economic Policy and International Cooperation (EPIC) Purpose: To maintain a suite of CGE models and SAM databases for implementation and consumption by stakeholders and provide policy analysis and advice.
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Economics or Mathematical or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in development of suites of databases and CGE models. Knowledge and experience in developing and implementation of the simulation of large CGE models. Knowledge and experience in interpreting and analysis of information. Knowledge of policy formulation. Knowledge of the GAMS software and programming.
<u>DUTIES</u>	:	Maintain SAM and Sectoral Databases: Assist with the development of databases from various statistical sources and integrate relevant data. Assist with the incorporation of statistical data into a SAM database. Provide macro-economic data to stakeholders for inputs and development of statistical

information. Develop data sources and encourage stakeholder utilisation of databases. Develop a Suite of CGE Models: Maintain existing CGE models and assist with the formulation of future suites for improvement on data integrity. Recommend adjustments to CGE models for alignment to policy and analysis of data. Assist with the provision of policy advice with emphasis on quantification of policy proposals and utilisation of the suite of CGE models. Assist in the development of new models and potential data sources and understanding of economic and related alignments. Policy Analysis and Implementation: Assist with the production of well-researched instruments and aligning of model outcomes to the policy determinations. Engage stakeholders on new policy initiatives for consideration. Benchmarking and Research: Initiate research and benchmarking exercises with recognised international institutions on latest trends and best practices. Engage stakeholders for the refinement of models and suites and their consideration prior to implementation. Assist with the development of new tools in line with international best practices and to keep abreast of new trends. Involve stakeholders in findings for enrichment and improvement of modelling practices and methodologies.

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

POST 42/87 : **SENIOR ECONOMIST: ECONOMETRIC RESEARCH REF NO: S106/2025**
Division: Economic Policy and International Cooperation (EPIC)
Purpose: To develop new economic models in alignment to specific policy questions and enhance current models for the attainment of sound policy analysis to the stakeholders.

SALARY : R1 059 105 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in Economics or Mathematical Economics or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained within the application of various econometric techniques and software. Knowledge and experience in economic research. Experience in econometric analysis and model building. Knowledge and experience in model programming.

DUTIES : Develop and Align Models to Specific Policy Questions: Initiate research in the identification of innovative economic modelling techniques and propose implementation. Develop economic models in response to policy questions and challenges. Provide inputs in the formulation of policies to determine their economic impact on the economy. Review and Enhance Models: Frequently review current and future models and propose adjustments. Initiate improvements for consultation and implementation of models. Assist with the design of models to reflect the overall economic theory. Provide simulations of projected scenarios within the National Treasury and other related government departments. Policy Analysis and Development: Provide theoretical and well researched reports that would align model outcomes to related policy questions. Scrutinise policy and analyse latest trends for developmental purposes. Provide inputs for improvement and development of econometric modelling. Stakeholder Engagement and Research: Engage with recognised international institutions on latest economic models and other relevant information. Perform research on planned topics and provide data for future usage. Attend forums and workshops on latest developments in econometric research and related developments for integration within policy.

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

POST 42/88 : **ECONOMIST: VALUE ADDED TAX, EXCISE AND SUB-NATIONAL TAXES REF NO: S112/2025**
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To assist with the development of appropriate tax policy in the areas of Value Added Tax, Excise, Taxes, Fiscal Decentralisation and other consumption taxes to support fiscal reform in South Africa; and to assist in the maintenance of a coherent indirect tax policy framework.

SALARY : R582 444 per annum, (Excl. benefits)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Economics. A minimum of 3 years' experience obtained in research and policy analysis.
<u>DUTIES</u>	:	Value Added Tax (Assist): Reviews and analyses in support of VAT policy advice with due regard to Distributional impact, Inflationary impact, and Revenue impact. Undertake research, investigate and report on VAT policy considerations. Assist with stakeholder consultation and client liaison, comments and written replies. Investigate and analyse the implications of proposed amendments to the VAT Act and support liaison with SARS on such amendments. Assist and support liaison with legal drafters to ensure policy proposals and amendments are incorporated into VAT law as intended including submissions. Excise Taxation (Assist): Assist with reviews and analyses to provide appropriate and timely Excise Tax policy advice with due regard to Distributional impact, Inflationary impact, and Revenue impact, especially relating to Alcohol, Tobacco taxes and Health Promotion Levy and any other related excise taxes. Assist in stakeholder consultation and client liaison with written replies and comments. Undertake research, investigate and submit reviews in support of reports on Excise Tax policy considerations. Investigate and analyse the implications of proposed amendments to the Customs and Excise Act and liaising with SARS on such amendments. Support and assist liaison with legal drafters to ensure policy proposals and amendments are incorporated into Customs and Excise law as intended including submissions. Fiscal Decentralisation: Assist in investigations of appropriate tax instruments and revenue-sharing arrangements for sub-national spheres of government. Assist in review of tax proposals by provinces and local governments in respect of: Provincial taxes (including fuel taxes); Municipal taxes (including property rates and user fee surcharges); Regional Services Councils levies replacement (including local business tax, tax sharing and grant replacement options), Liaise with legal drafters on policy proposals and amendments for incorporation into law, Engage Intergovernmental Relations business unit (IGR) and provide tax policy advice. Gambling Taxes and other Indirect Taxes: Assist and prepare, develop, design and review other indirect taxes for consideration and inclusion, Assist with databases compilation, tax policy formulation, analysis of macro-economic impacts, research, investigate, review and report on tax policy considerations, Investigate and analyse the implications of proposed amendments to the appropriate legal framework and assist in liaisons with SARS on such amendments, Support Liaison with legal drafters to ensure policy proposals and amendments are incorporated into law as intended including submissions. Money Bills: Assist in evaluating the funding arrangements of extra-budgetary agencies by way of earmarked levies and / or user charges.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/89</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL EFFICIENCY REF NO: S113/2025</u> Division: Corporate Services (CS) Purpose: To provide technical and advisory support services on all transactional and transformational organisational development and job evaluation services within the National Treasury.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (Excl. benefits) Pretoria
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Industrial Psychology or Operations Management or Human Resources Management or Management Services. A minimum of 3 years' experience with organisational development. Knowledge and experience of the Job Evaluation principles and processes. Knowledge and experience of onboarding and exit interviewing processes and procedures. Knowledge and exposure to change management. Knowledge or exposure to the PERSAL applications and Job Design principles. Knowledge and experience of Survey Tools and Database administration.
<u>DUTIES</u>	:	Organisational Design: Implement organisational design requirements and align with the regulatory requirements as prescribed and determined by the DPSA, Engage stakeholders on the relevance of information for utilisation and initiation of redesign and restructuring processes, etc, Provide and implement a clear implementation plan in conjunction with the project support office,

Propose the re-evaluation of existing jobs on the departments approved organizational structure after amendments, Conduct an overview of the existing organisational structure and compile a preliminary business case and change management plan for implementation, Review of supporting information of stakeholders prior to consultation with the DPSA. Engage stakeholders on organisational and job design policies and processes for improvement, Advise clients on the implications of the re-designing of jobs and structures, Change Management: Review the roles and responsibilities required of different jobs in conjunction with business units., Initiate the benchmarking and research relevant information on jobs with other government departments and institutions., Analyse the status quo in business units after job design interventions and provide remedial actions for implementation, Propose the re-alignment of jobs and job families for appropriateness to business, Review job descriptions and titles as prescribed by the Public Service Regulations, Advise stakeholders on significant impact of amendments to job descriptions, Communicate outcome of job evaluation to stakeholders, Database Management: Consolidate and align JE Database with approved establishment, Update JE Database with approved job evaluation results, Align and link job descriptions against the appropriate posts on the JE Database, Provide a support and advisory service to internal stakeholders prior to the advertising of posts, Record keeping of all termination surveys for annual reporting to the DPSA, Organisational culture and employee engagement processes: Facilitate and coordinate the development and implementation of organisational climate surveys, Facilitate and coordinate the development and implementation of the national treasury employee engagement survey, Analyse survey data, generate reports and present findings to relevant stakeholders, Liaise with the stakeholders to facilitate the implementation of interventions to improve employee engagement, Liaise with the stakeholders to facilitate the creation and maintenance of a conducive organisational culture, Facilitate the renewal of Survey Monkey Survey Tool subscription. Provide National Treasury Surveys as requested as per clients' requests, On-boarding and Exit Management: Develop and administer the quarterly on-boarding survey for all new joiners within the National Treasury, Convene and chair on-boarding committee meetings for on-boarding process enhancement and review, Analyse on-boarding survey data, compile quarterly on-boarding reports and present findings to relevant stakeholders, Develop and administer termination survey for all employees terminating services from the National Treasury, Analyse exit survey data, compile quarterly exit management reports and present findings to relevant stakeholders.

<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/90</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE AND REVENUE REF NO: S102/2025</u> Division: Office of The Director-General (ODG) Purpose: To assist with the compilation of creditor payments and review allocated departmental receipts for debt settlement in conjunction with the National Revenue Fund for transfers and payments.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (Excl. benefits) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree at (equivalent to NQF level 7) in Accounting or Financial Management. A minimum of 2 years' experience obtained in a financial management environment. Knowledge of the government procurement process. Knowledge and experience of transversal financial systems utilised in government (PERSAL/ BAS/ LOGIS).
<u>DUTIES</u>	:	Payments of Creditors: Compile payment requisitions and allocate departmental expenditure to the relevant beneficiaries, Capture invoices for payments on LOGIS Procurement Integration in alignment with regulatory requirements, Prepare management reports and other relevant information pertaining to departmental expenditure/payments, Comply with relevant guidelines, regulations and departmental prescripts applicable to expenditure /payments. Transfer of Departmental Funds: Transfer funds to provinces, municipalities and other entities in accordance with the approved transfer schedule, Record all cash transfers and inform stakeholders on completed transfers, Reconcile affected transfers through the transfer schedule and accumulate a funds receipt confirmation. Cash Deposits and Departmental

		Revenue: Issue receipts for cash deposits in alignment with allocations, Assist with the allocation of departmental revenue and verify payments made to the National Revenue Funds. National Treasury Bank Account and Petty Cash: Advice on the reconciliation of the control accounts with the bank account as prescribed, Verify transactions with support documents, Identify irregular transactions and issuing advances on petty cash, Reconcile and verify all petty cash transactions. Monitor Transactions on Suspense Account: Engage institutions to recover amounts allocated to control/ suspense accounts, Reconcile and clear amounts allocated to control/ suspense accounts, prepare reports on information pertaining to the control/ suspense accounts.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/91</u>	:	<u>PERFORMANCE AUDITOR REF NO: S103/2025 (X2 POSTS)</u> Division: Office of The Director-General (ODG) Purpose: To assist with audit of performance information engagements and performance audits by evaluating management measures for resources acquired economically and utilised efficiently and effectively in the execution of prescribed audit processes and procedures.
<u>SALARY</u>	:	R397 116 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Internal Audit or Accounting. A minimum of 2 years' experience obtained in an Internal Audit environment. Experience of Internal Audit processes and procedures. Knowledge of Performance Audit.
<u>DUTIES</u>	:	Provide inputs to the development of performance audit notification letters, Perform preliminary surveys on planned performance audit and audit of performance information engagements, Gather background information on identified performance audit and audit of performance information, Initiate interview sessions in preparation of performance audit and audit of performance information engagements and analyse disseminated information, Identify symptoms and assist with the development of audit objectives and criteria for engagement. Audit Execution: Assist with the development of an audit program for implementation, Test procedures as per the prescribed performance audit and audit of performance information programme, Determine root causes to address management measures that are lacking or inadequate, Complete work papers and draw conclusions from test results, Audit Reporting: Draft informal audit queries as per the prescribed performance audit methodology, Confirm the findings and the impact of risk ratings of performance audit and audit of performance information findings with clients and draft recommendations on root causes, Assist with compiling draft audit report, Follow up audit of Performance Audits: Follow up on previous performance audit findings, Perform performance audit reviews through tests and observations, Evaluate and capture action plans instituted by management to rectify identified inadequate management measures, Assist with completion of findings register to be reported to Audit Committee.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/92</u>	:	<u>PROGRAMME COORDINATOR REF NO: S085/2025</u> Division: Asset and Liability Management (ALM) Purpose: To coordinate and render an administrative support service to the business unit striving towards the attainment of a cohesive and broader integrated working environment.
<u>SALARY</u>	:	R397 116 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF Level 6) or Bachelor's degree (equivalent to NQF level 7) in Office Administration or Public Administration or Business Management or Project Management. A minimum of 2 years' experience obtained in Administrative environment. Knowledge of the legislative framework on administration management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of internal policies for the correct application thereof.
<u>DUTIES</u>	:	Integrated Business Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service

enhancement and standardisation. Develop and maintain a filing system for record and audit purposes within the Office of the Chief Director, Monitor the effectiveness of service delivery within the Office of the Chief Director and propose improvement where necessary. Administer leave centrally within the business environment and update the leave register for verification. Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices. Provide input to memoranda and record receipt thereof on the electronic filing system for record purposes, editing, etc, if and when required. Business Support: Acknowledge and confirm meetings, invitations to workshops on behalf of the Office of the Chief Director. Provide inputs to the compilation of agendas, initiating the taking minutes for the Office of the Chief Director, and follow-up on outstanding commitments from stakeholders. (Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within the unit. Attend to clients' needs, address concerns and complains timeously, to improvement relations with stakeholders, and obtain their trust. Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly. Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Monitor expenditure against commitments and sensitise on possible overspending. Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 42/93</u>	:	<u>ASSET VERIFICATION CLERK REF NO: S108/2025 (X3 POSTS)</u> Division: Office of The Director-General (ODG) (12 Months Fixed Term Contract) Purpose: To provide innovative, business processes and internal control review pertaining to good corporate governance in National Treasury and its entities.
<u>SALARY</u>	:	R193 359 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Grade 12 is required (equivalent to NQF level 4). A minimum of 0 – 12 months' experience obtained in physical asset verification. Knowledge of the asset verification and disposal process and administrative support.
<u>DUTIES</u>	:	Asset Register: Assist with supporting documentation needed and affixed all assets with an identification tag. Provide general office and administrative support pertaining to Asset Management activities. Dispose Redundant/ Obsolete Assets: Assist with the identification of redundant or obsolete assets for disposal thereof. Assist with the verification of disposal in line with relevant regulations and departmental prescripts. Assist to remove redundant assets to demarcated area for safekeeping and ultimate disposal. Verify Departmental Assets: Verify all departmental assets and report discrepancies and findings for investigation. Assist with the alignment of Asset Register pertaining to the verification outcomes and clean-up redundancies. Issue asset inventory forms for users to acknowledge asset verified. at their area of responsibility.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** 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
- : **Gauteng/Land Court Randburg/Pretoria:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- : **North West/ Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- : **Free State High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- : **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern Cape division of the High Court, Corner sol plaatjie Drive, Kimberly
- : **KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- : **Mpumalanga/ Middelburg/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

: 28 November 2025

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was

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

ERRATUM: kindly note that the post of Judge's Secretary with Ref No: 2025/270/OCJ advertised on Public Service Vacancy Circular 39 dated 24 October 2025, is 12 months nonrenewable contract.

OTHER POSTS

<u>POST 42/94</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2025/311/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive remuneration package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12, A relevant tertiary qualification at NQF level 6/7 (Accounting/ Auditing/ Internal Auditing). A postgraduate qualification or PIA/CIA or similar certification will serve as an added advantage, three (3) years supervisory experience at Assistant Director (ASD) internal audit. Institute of Internal Auditors South Africa (IIASA) membership. A valid driver's license. Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Effective communications skills. Good interpersonal skills. Effective Leadership capabilities. Business Acumen. Persuasion and Collaboration. Creativity and innovation. Advanced Computer skills. Communication (verbal & written) Skills. Financial management. Project Management Skills. Planning and Organising Skills. Analytical and Decision-Making Skills. Decision making skills. Strategic and analytical skills.
<u>DUTIES</u>	:	Develop strategic internal audit plans, methodologies, policies and procedures. Evaluate the department's controls, to determine their effective and efficiency through internal audit projects to ensure achievement of department's objectives. Collect, collate, review information and compile reports for the Director Internal Audit, Senior Management and Audit and Risk Management (ARC). Marketing of the IAS and keeping up to date with new developments in the internal audit environment. Manage the sub-directorate Internal Audit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/311/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/95</u>	:	<u>DEPUTY DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2025/312/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive remuneration package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Strategic Management/ Corporate Governance/ Social Sciences/ Development Studies/ Economic Science / Public Administration or relevant qualification at (NQF level 6), a minimum of three (3) years' junior management level/ ASD experience in Strategy and Service Delivery Planning environment and a valid Driver's License. Knowledge and Skills: Comprehensive knowledge and understanding of government legislations, and government prescripts including the Revised Framework for Strategic Plan and Annual Performance Plan, Public Finance Management Act (PFMA), Public Service Act, and Public Service Regulations, 2016. Sound understanding of strategic planning, strategy formulation. Proficient in project management, planning, organisation, research and analytical decision-making. Advanced computer literacy with strong communication, presentation, and report writing skills. Skilled in problem-solving, statistical analysis, and strategising. Demonstrates innovation, creativity, and adaptability with a high level of confidentiality, accountability, and attention to detail. A self-driven, assertive team player able to work independently, meet deadlines, and perform effectively under pressure.
<u>DUTIES</u>	:	Provide administrative and technical support in the development, coordination, and implementation of the OCJ Annual Performance Plan (APP), Consolidated Operational Plan, and Environmental Scan Report. Support the facilitation of stakeholder engagements, alignment with national planning frameworks, and preparation of presentations for management and oversight structures. Assist in coordinating Strategy and Service Delivery Planning (SDP) processes, including performance reporting, data analysis, and monitoring of institutional targets. Provide administrative and managerial support to the Sub-Directorate in areas of human resources, procurement, communication, and records management. Maintain filing systems, coordinate meetings, and perform secretariat duties for the Strategy and Service Delivery Planning Unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/312/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/96</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2025/313/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Supreme Court of Appeal
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Building Management/Safety Management/ Construction Management or equivalent qualification at (NQF level 6), a minimum of three (3) years' experience in Facilities and Auxiliary Services and a valid Driver's License. Knowledge and Skills: Occupational Health and Safety Act and other Building Regulations, general Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Supply Chain Management framework, directives and procedures, Government Budget processes and procedures, report writing, project management and implementation. Analytical skills, communication skills (written and verbal), Computer literacy skills, Research and planning skills, Report writing skills, interpersonal relations, decision making skills, presentation skills, problem solving and analysis skills, planning and organizing skills, supervisory skills, people Management and Empowerment, meticulous, flexible, Self-driven, able to work under pressure, ability to multi-task, attention to detail, teamwork and self-motivated.
<u>DUTIES</u>	:	Ensure implementation of facilities and infrastructure projects at OCJ service centres: Conduct accommodation needs audit with service centres, consolidate User Assets Management Plan (UAMP) for OCJ, manage Office space planning and parking allocation, evaluate fire safety assessments reports and compile action plans to remedy gaps. Ensure day-to-day maintenance function for OCJ service centres: Develop maintenance plan for OCJ, coordinate and monitor maintenance services, monitor and report on the status and progress of maintenance and update Action Log, monitor and report on the cleaning and maintenance of gardening services. Execute operations related to facilities within OCJ: Ensure management of contracts within OCJ: Provide support in management of expenditure within sub-directorate,

implement and ensure compliance to facilities polices and Standard Operating Procedures (SOP), ensure procurement of goods and services for Head Office and Service centres, coordinate the facilities and auxiliary services for the OCJ, compile specifications and handle inspections in the cleaning field, Manage and control equipment and material register, coordinate outsourced services within the OCJ, facilitate and manage telecommunication services, ensure the provision of handyman services. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4695
 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523
APPLICATIONS : Applications can be via email to: 2025/313/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/97 : **LAW RESEARCHER REF NO: 2025/314/OCJ (X2 POSTS)**

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

CENTRE : National Office: Midrand
REQUIREMENTS : Minimum requirements: Matric; an LLB (or four-year recognised legal qualification); and at least three (3) years of dedicated legal research experience in a legal/judicial, regulatory, or policy environment. Candidates must demonstrate in-depth knowledge of the Judicial Service Commission Act, 1994 and the Code of Judicial Conduct, a sound understanding of the Constitution and related legislation, and advanced research and analytical capability. Strong report-writing and editing skills; excellent written and verbal communication; computer literacy (MS Office) and proficiency with legal research platforms (Sabinet, LexisNexis, Jutastat) are essential. Additional strengths include planning and organising, basic project management, the ability to integrate knowledge from diverse sources, problem-solving, accuracy and attention to detail, stakeholder-savvy interpersonal skills, and the capacity to work independently and under pressure. Demonstrated understanding of the functioning of commissions and tribunals is required; experience in a regulatory enforcement environment and admission as an attorney/advocate will be an advantage. A valid driver's licence and willingness to travel are required.

DUTIES : Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to

the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms M Songca Tel No: (010) 493 2575
HR Related Enquiries; Ms. S. Tshidino, Tel No: (010) 493 8771
APPLICATIONS : Applications can be sent via email at 2025/314/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 42/98 : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT REF NO: 2025/315/OCJ**

SALARY : R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Grade 12, National Diploma in Building Management/Safety Management/ Construction Management or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in Facilities management environment and a valid Driver's License. Knowledge and Skills: Knowledge of property evaluation methodology: Knowledge of lease agreement negotiations and BBBE procedure, knowledge of OHSAS 18001, knowledge of building maintenance, knowledge of project Management, Knowledge of Treasury and PFMA Regulations, Batho Pele Principles, computer Literacy, report writing skills, research skills, planning skills, excellent communication skills (written and verbal), interpersonal Relations, facilitation skills, ability to work independently, people orientated, professionalism, creative thinking, teamwork and time bound.

DUTIES : Provide administrative support within Facilities Management unit: Facilitate and coordinate the submission of monthly reports, collate and quality assure monthly and quarterly reports, attend to facilities services requests at National Office, co-ordinate logistical arrangements for meetings when required, ensure the safekeeping of all documentation in the office, provide support in drafting and distributing memos, or reports. Coordinate day to day maintenance services of the office buildings: Inspect the facility on a monthly basis, register and monitor reported facilities issues, monitor the status and progress of maintenance work, respond to inquiries in relation to facilities management, updated status on Action Log monthly, monitor the completion of maintenance tasks, keep accurate records of maintenance activities and expenses. Promote workplace efficiency by optimizing workstations, equipment, while ensuring a safe, comfortable, and productive work environment: Provide officials with safe office space and functional office furniture, provide comfortable office equipment to officials, conduct inspections on office equipment, identify needs for repairs and replacements. Monitor and administer the Auxiliary services: Provide support in drafting the policies and procedures for the provision of auxiliary services, conduct an inventory of all auxiliary services provided, conduct regular audits and performance reviews., provide feedback on status of repairs to the reporting client, ensure that telephony services and administration are up to date, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms M Modisakeng Tel No: (011) 493 2541
HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
APPLICATIONS : Applications can be via email to: 2025/315/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/99 : **SENIOR ADMINISTRATIVE OFFICER: SDIP REF NO: 2025/316/OCJ**

SALARY : R397 116 - R467 790 per annum (Level 08), The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Public Administration or equivalent qualification at (NQF level 6), A minimum of two (2) years' experience/ supervisory level and a valid driver's license. Knowledge and Skills: Knowledge and understanding of Service Delivery Improvement Programmes, understanding and knowledge of Batho Pele Principles, knowledge and understanding of Strategic Planning, computer literacy, planning and analysis skills, problem solving skills, time management skills, presentation skills, communication and report writing skills, presentation skills, honesty, accountability, team player, attention to detail, Flexibility, creativity and self-motivated.
<u>DUTIES</u>	:	Provide administrative and technical support during the development and implementation of OCJ Annual Performance Plan and Operational Plan, provide support in the development of the OCJ Environmental Scan Report, provide administrative and technical support in the development of the Annual Performance Plan and Operational Plans, provide support in coordinating and the development of the OCJ Consolidated Operational Plan. Provide technical and administrative support in the implementation and monitoring of the OCJ Service Delivery Charter and Service Delivery Improvement Plan: Develop quarterly and annual SDC and SDIP reporting templates, review and analyse quarterly and annual reports from reporting courts, communicate with the courts for rectification of misaligned information, consolidate and formulate analysed data into report, submit consolidated and analysed reports for inputs, incorporate inputs and submit final draft report for approval. Provide support in implementation of Public Service Month in the OCJ according to the PDPA Directives: Consult with Communications Unit on Public Service Month (PSM) Awareness Information posters to be disseminated to the OCJ officials, conduct research on the contents of the PSM posters according to the PDPA directives, develop 5 PSM Posters. Provide administrative support during Batho Pele (BP) activities: Attend to Batho Pele Awareness Sessions and provide administrative support, provide the analysed Batho Pele Awareness Reports, participate in National Batho Pele Forum. Maintain records management, resources and correspondences of the Strategy and Service Delivery Planning Unit: Arrange a stationery for the unit, maintain filing of documents, archive of Strategy and Service Delivery Improvement documents and secretariat role in the meetings of the Strategy and Service Delivery Planning Unit or relevant meetings facilitated by the Unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. K. Motiyane Tel No: (010) 493 2642 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/316/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 42/100</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MONITORING, EVALUATION & REPORTING REF NO: 2025/317/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, a National Diploma in Public Administration or equivalent qualification on NQF level 6, two (2) years' relevant experience in planning, monitoring, evaluation and reporting environment; and Valid driver's license and be able to travel. Skills and Competencies: Understand the relevant legislations and prescripts in relation to Monitoring, Evaluation and Reporting. job Knowledge, quality of work, initiative, team work, planning and execution, Innovation and proactive, time Management, flexibility, patience and be able to Communicate effectively.
<u>DUTIES</u>	:	Verification of statistical data on default judgements finalised within 12 court days, Opposed and Unopposed taxations of legal bills of costs (60 and 40 days) and Warrants of liberation (J1), to assist the department in avoiding AGSA findings, collection, consolidation and analysis of performance information from business in order to track their performance on an annual and quarterly basis, quarterly and annual performance information reporting, Provide overall administrative support to the M, E & R Unit, Annual Performance information reporting and submission of the OCJ Auditable Annual Report, to assist in the production of quarterly and annual performance information reports and compilation of memos for submission.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. K. Motiyane Tel No: (010) 493 2642 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523

<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/317/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/101</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 2025/318/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or relevant qualification at (NQF level 6), A minimum of one (1) years' experience in Supply Chain Management environment. and a valid driver's license. Knowledge and Skills: Knowledge and understanding of administrative and procurement procedure, knowledge of the Public Financial Management Act, knowledge of supply chain management frameworks, policies and procedures, knowledge of budgeting and financial management, knowledge of procurement policies and relevant legislation prior to awarding contracts, knowledge of PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBEE, Batho Pele Principles, computer literacy MS Office, MS Power Point, MS Word, MS Excel, strategic and conceptual orientation, planning, organising and problem-solving skills, Financial management and interpersonal skills, decision making and time management, communication skills, report writing skills, ability to work independently, people orientated, professionalism, creative thinking, teamwork, time bound, assertive and flexible.
<u>DUTIES</u>	:	Render bidding administration function to the Bidding Committee: Render secretariat service to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), provide support in the compilation of bid documents and submit specification to the Bid Committee and finance department for budget purposes, prepare tender averts, receive and open bid documents, receive submissions of expressions of interest, arrange and coordinate tender briefing sessions and prepare attendance registers, Compile a database of approved suppliers, source quotations from database according to the threshold values determined by the National Treasury. Render procurement of goods and services function through effective and efficient demand management services: Source quotations from accredited suppliers through database, provide review on quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements, arrange and coordinate briefing sessions where necessary, provide support with the implementation of procurement policies in line with relevant prescripts and legislations, generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties, provide support in the receipt of goods and services through the MIS and submission to Finance department. Provide support with the provision of an effective Contract Management service for OCJ, provide support with the processing of renewals, amendments and termination of contracts promptly, ensure the notification of end-users and service providers of contract expiry dates, Implement a document management system to safeguard/control contracts, provide support with evaluating the performance of contractors/service providers against stipulations in the contract or SLAs, Ensure proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Ensure the coordination of tender processes: Monitor tender portal, industry publication and networking with potential clients, conduct tender evaluation and develop a winning strategy, develop a comprehensive proposal that showcase the capabilities, experience, and value proposition, ensure that the bid is submitted within the specifies deadline and in the required format. Render administrative service: Conduct proper filling system for all the records, schedule and organise meetings, render secretarial services to the meetings within the unit, update and maintain the project dashboard for the unit, Facilitate the subsistence and travel claims for the unit, facilitate procurement of stationary and all other petty cash purchases and handle incoming and outgoing office correspondence.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. M Ngonyama Tel No: (010) 493 2560 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/318/OCJ@judiciary.org.za

<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/102</u>	:	<u>INTERNAL AUDIT REF NO: 2025/319/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate., National Diploma in Internal Audit/ equivalent qualification at (NQF level 6), a minimum of two (2) years' experience in the Internal Audit environment, Knowledge of information technology (IT) audits will be an added advantage. A driver's license. Competencies: Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Public Service Act International Financial Reporting Standards, Recognized accounting standards, Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate, Good communication skills, Numerical skills. Ability to work under pressure, Flexible and Self-confidence.
<u>DUTIES</u>	:	Participate in the development of strategic internal audit plan and annual internal audit plans. Assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits. Provide support to the organisation in maintaining efficient and effective control by evaluating the department's controls/objectives. Keep abreast with new developments in the internal audit environment. Provide support with audit assignments to ensure an effective internal audit service. Render administrative tasks in support of the audits.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. T. Mokgope Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/319/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/103</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/320/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Grade 12, An LLB degree or a minimum of 20 modules completed towards an LLB, BA (Law), BCom Law degree, A minimum of two years secretarial experience or as an office assistant in legal environment, a valid drivers' licence, to pass typing test Knowledge and Skills: Knowledge of Court Online system, and. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organisational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure, Ability to multitask, Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude.
<u>DUTIES</u>	:	Provide general secretarial/administration duties to the DCJ. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the DCJ. Manage and type correspondence, draft directions, and judgments for the DCJ. Arrange and Diarise appointments, meetings and official visits and make travel and accommodation arrangements. Update files and chamber documents and provide such copies of documents as is necessary to the Registrar. Store, keep and file court records safely. Manage the DCJ's vehicle logbook. Compile data, statistical reports, and documents for the DCJ and Registry section as and when this is required. Manage expense reports, financial disclosure statements, and case management reports. Provide Secretarial support to the Judiciary: Diarize the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-

lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done. Provide support functions to civil / criminal courts: Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, administer the correct Oath ID or declaration in court, when required, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Provide general administrative support to the Judiciary: ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, Ensure the submissions of Cell phone and 3G data claims for process purposes, ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

<u>ENQUIRIES</u>	:	Technical Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 HR Enquiries: Ms Mhlabi Tel No: (010) 493 6316
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/320/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/104</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2025/321/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, a three-year National Diploma / Bachelor Degree in Social Science / Social Work / Psychology or Equivalent Qualification at NQF level 6 with (360 Credits) as recognised by SAQA and a minimum of 2 years' functional experience in Employee Health and Wellness field. Registration with SACSSP/ HPCSA / relevant statutory body. Valid driver's license. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service. Knowledge and thorough understanding of Batho Pele principles. Knowledge and understanding of the Employee Health and Wellness Strategic framework, HIV/AIDS Policies, Sick Leave management, PILIR Policy and Stress Management. Policies governing EHW Project Planning and Management. Analytical thinking skills. Problem solving skills. Decision making skills. Motivational skills. Project planning and management skills. Marketing skills. Facilitation and presentation skills. Computer skills. Report writing skills. Ability to Communicate (Verbal & written). Interpersonal relations. Self-Management. Creative thinking.
<u>DUTIES</u>	:	Coordinate and implement EHW Programmes within the OCJ. Coordinate psychosocial wellness through preventive and curative programs within the OCJ. Coordinate events related to Employee Assistance Programme (EAP) in line with the departmental strategic objectives. Conduct assessment, referrals, counselling and intervention support to staff and Conduct needs analysis for employee within the institution. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness and overall marketing of the Wellness programme. Provide awareness and education on the health and wellness issues. Implement and coordinate Employee Health and Wellness

strategic frameworks (SOPs, policies et.). Implement standard operating procedures in line with the EHW programmes policies. Implement and ensure policies are in line with the new developments in the field of EHWP. Conduct awareness campaigns. Capture statistics, analyse data and compile report regarding the findings and recommendations. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the station strategic plan within OCJ. Coordinate screening for chronic diseases. Provide support in the implementation of diversity management programmes within OCJ. Coordinate, evaluate and implement Gender, Disability, Youth and Diversity Management Programmes within the organization. Facilitate and support the establishment of Women, Men and Disability forum within the organization. Promote the mainstreaming, development and empowerment of women, men, youth and people living with disability. Provide support in the implementation of OHS framework and related activities. Coordinate and implement occupational health and safety education and training to enable preparedness for hazards and risk. Coordinate Emergency Evacuation Drills and manage relations with external emergency stakeholders. Render employee health and wellness administrative services. Ensure client's files are updated and kept confidential.

ENQUIRIES : Technical enquiries: Ms K Maloba Tel No: (010) 493 8774
APPLICATIONS : HR Related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
NOTE : Applications can be via email to: 2025/321/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/105 : **ADMINISTRATION CLERK: (DCRS) REF NO: 2025/322/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour And Labour Appeals Court: Durban
REQUIREMENTS : Grade 12 certificate (NQF 4), No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA and a valid driver's license will be an added advantage. Knowledge and Skills: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceedings, Knowledge of digital filing system, Knowledge of manual filing system Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.

DUTIES : Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform playback events during or after the session. Perform collection of statistic. Attend to general administrative functions for court administration. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.

ENQUIRIES : Technical Enquiries: Mr S Cele Tel No: (031) 4926207
APPLICATIONS : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
NOTE : Applications can be via email to: 2025/322/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/106 : **ADMINISTRATION CLERK REF NO: 2025/323/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg High Court
REQUIREMENTS : Grade 12, No experience is required. A three-year relevant qualification (NQF6) within records management will serve as an added advantage. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Knowledge and Skills: Communication skills (verbal and written). Problem solving skills. Administrative skills. Good public relation skills. Time Management skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting

	statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	: Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Capture and update expenditure in component.
<u>ENQUIRIES</u>	: Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	: Applications can be via email to: 2025/323/OCJ@judiciary.org.za : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/107</u>	: <u>TYPIST REF NO: 2025/324/OCJ</u>
<u>SALARY</u>	: R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Mpumalanga Division of The High Court: Mbombela High Court : Grade 12. No experience required. A valid Driver's license will serve as an 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 the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette.
<u>DUTIES</u>	: Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Provide Advocates enrolment orders to the Department of Justice and Constitutional Development. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
<u>ENQUIRIES</u>	: Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	: Applications can be via email to: 2025/324/OCJ@judiciary.org.za : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/108</u>	: <u>FOOD SERVICE AID REF NO: 2025/325/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Mpumalanga Division of The High Court: Mbombela : (ABET) (NQF level 2). Matric certificate or equivalent qualifications will serve as an added advantage. Experience in a hospitality environment will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislation Good Interpersonal skills, Good Communication skills (verbal and written), Planning and organizing skills, Problem solving and analysis, Time management, Client Orientation and Customer focus, Decision making skills, Listening skills.
<u>DUTIES</u>	: Effective cleaning services. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Remove garbage disposal. Render household duties. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up

and convey crockery, cutlery and equipment to dining areas. Serve food, beverages and wash dishes. Control food supplies and report waste and losses. Perform client satisfaction surveys and plate waste duties in line with the SOP for food services. Ensure serviceability of equipment and report any defects or shortage. Set tables including decoration. Ensure only authorized personnel have access to the kitchen and consume meals. Apply safety measures in the work environment. Adhere to elementary control measures and standard operating procedures. Remove all kitchen waste. Wash the freezer to ensure clean packing of food. Pack supplies received in the food storage areas.

ENQUIRIES : Technical enquiries Ms E Smith Tel No: (013) 758 0000
 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
APPLICATIONS : Applications can be via email to: 2025/325/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/109 : **SECURITY OFFICER (X2 POSTS)**

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

CENTRE : Mpumalanga Division of The High Court: Mbombela Ref No: 2025/326/OCJ
 Mpumalanga Division of The High Court: Middleburg Ref No: 2025/327/OCJ

REQUIREMENTS : Grade 10 (Abet level 2). Relevant experience required. Grade 12 Certificate will be an added advantage/a driver's license will be an added advantage. Basic Security Officer's course registered with PSIRA. 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 Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.

DUTIES : Perform access control functions. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point. Ensure that the admission control register is completed and issue admission control documents/ cards as required. Utilise walk-through metal detector for the effectiveness of access control. Ensure that unauthorised persons and dangerous object do not enter the building/premises. Report all the identified security breaches and non-compliance to the Supervisor. Ensure that equipment, document and store do not leave or enter the building or premises unauthorised. Ensure that the registers control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Operate control room security equipment's. Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure that security system is in good working condition. Report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedures to improve office security. Ensure safety in the building and premises. Undertake building/ and the primes patrols to identify and check. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management. Monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers. Ensure that recorded information is correct. Update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded. perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES : Technical enquiries Ms E Smith Tel No: (013) 758 0000
 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

<u>APPLICATIONS</u>	:	Applications can be via email to: Mpumalanga Division of The High Court: Mbombela Ref No: 2025/326/OCJ@judiciary.org.za Mpumalanga Division of The High Court: Middelburg, Ref No: 2025/327/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 42/110</u>	:	<u>HANDYMAN (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Mbombela Ref No: 2025/328/OCJ Mpumalanga Division of The High Court: Middelburg Ref No: 2025/329/OCJ
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: Mpumalanga Division of The High Court: Mbombela Ref No: 2025/328/OCJ@judiciary.org.za Mpumalanga Division of The High Court: Middelburg Ref No: 2025/329/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/111</u>	:	<u>HANDYMAN REF NO: 2025/330/OCJ</u> (03 Year Fixed Term Contract)
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and

	Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	: Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr F Wilkinson Tel No: (053) 492 3553 Hr Related Enquiries: Ms RP Netshivhale Tel No: (053) 493 3535
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/330/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/112</u>	: <u>HANDYMAN REF NO: 2025/331/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: North West Division of The High Court: Mmabatho
<u>REQUIREMENTS</u>	: ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	: Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen,

		restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms. L Makula Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms. KE Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/331/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/113</u>	:	<u>HANDYMAN REF NO: 2025/332/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms. PN Shandu Tel No: (012) 315 7602 HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/332/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

<u>APPLICATIONS</u>	:	You can apply on www.psc.gov.za under "vacancies". Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Mr M Mabuza
<u>CLOSING DATE</u>	:	28 November 2025; 16h30
<u>NOTE</u>	:	Applications must consist of: a) A fully completed and signed Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies). b) A recent comprehensive CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical and Integrity Assessments to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid.

MANAGEMENT ECHELON

<u>POST 42/114</u>	:	<u>DIRECTOR: EARLY RESOLUTION REF NO: D/ER/11/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum, all-inclusive remuneration package. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree/ Advance Diploma (NQF level 7) in the field of Law/ Auditing/ Investigations/ Public Administration or equivalent. A Postgraduate or Honours Degree (NQF level 8) will be an added advantage. Five (5) years of experience at a middle/ senior managerial level. Experience in the investigative field/ anti-corruption field / fraud field/ law enforcement field/ ethics field. Knowledge of the Public Service legislation, National Anti-Corruption Strategy and Promotion of Professional Ethics. A Nyukela certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) and should be submitted prior to

	appointment. Knowledge of public administration. Understanding of government programmes and priorities. Analytical skills, Research skills, project management skills, communication skills, time management skills. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. Supervisory and appropriate people management experience. Stakeholder engagement skills. Knowledge of Microsoft Office Suite. Be willing to work abnormal hours. A Valid Driver's License. (with exception of disabled applicants).
<u>DUTIES</u>	: Manage, lead and provide effective leadership and support in the area of investigation services and rapid response interventions to service delivery blockages. Conduct investigations and compile reports for the Commission. Monitor and report on the implementation of the PSC's recommendations. Provide strategic support to the office and the Commission.
<u>ENQUIRIES</u>	: Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

<u>POST 42/115</u>	: <u>DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/LIM/11/2025</u>
<u>SALARY</u>	: R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	: Public Service Commission Limpopo Provincial Office, Polokwane : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/ Bachelor's degree NQF level 7 in the field of Social Sciences/ Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices, corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license. (with exception to people with disabilities) and willingness to travel extensively.
<u>DUTIES</u>	: Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in compliance with Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Limpopo Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).

<u>ENQUIRIES</u>	:	Ms PN Malope Tel No: (015) 023 5900
<u>POST 42/116</u>	:	<u>DEPUTY DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: DD/NACH/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree NQF level 7 majoring in Law/Public Administration/Social Sciences or equivalent qualification. 3-4 years' experience at an Assistant Director or equivalent level in anti-corruption and investigations. Knowledge and skills. Understanding of Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy, Investigation, Prevention and combating of Corrupt Activities, Understanding of government programmes and priorities, Knowledge of the Public Administration practices and prescripts, Research experience and analytical skills, Administrative and organisational skills, Project management skills, Good communication skills, Good Interpersonal skills and ability to handle pressure, Communication skills (verbal and Written) Excellent written, communication skills and ability to produce documents and reports of high quality, Ability to work both independently and as part of a team, Ability to multitask and to function in a pressurized environment and Presentation skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities).
<u>DUTIES</u>	:	Management of the National Anti-Corruption Hotline (NACH), Referral and assessment of feedback from departments and conduct surprise visits at national and provincial departments, Research reports, policy formulation and marketing of the NACH, and Investigation of cases of alleged corruption and fraud reported to the NACH.
<u>ENQUIRIES</u>	:	Ms M Mabowa Tel No: (012) 352-1082
<u>POST 42/117</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT OF CONFLICT OF INTEREST REF NO: DD/MCI/11/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive remuneration package. The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria Ideal candidate's profile: The successful candidate must have an appropriate recognised Advance Diploma/Bachelor's degree (NQF level 7) in the field of Public Administration/ Law (LLB)/ Anti-corruption/ Ethics or equivalent qualification. 3-4 years' experience at an Assistant Director or equivalent level in investigation of management of conflict of interest/ public administration conflict of interest/ implementation of the Financial Disclosure Framework and Ethics Management within the public service, with demonstrable understanding of the public service ethics environment. Understanding of Public Service Regulatory Framework and related Prescripts and Legislation with Ethics and National Anti-Corruption Strategy. Understanding of government programmes and priorities. Reporting skills, presentation skills, research and analytical skills, project management skills, investigative skills, communication skills, administrative and organisational skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license. Must have a valid driver's license. (with exception to people with disabilities)
<u>DUTIES</u>	:	Administration of and monitoring compliance with the Financial Disclosure Framework within the public service. Assessment of compliance with the

		Financial Disclosure Framework within the public service. Promote the management of conflict of interest and good governance practices in the public service. Manage the sub-directorate and provide support to the organisation.
<u>ENQUIRIES</u>	:	Adv. K Mgwenyana Tel No:(012) 352 1297
<u>POST 42/118</u>	:	<u>RECEPTIONIST REF NO: REC/NO/11/2025</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	A recognized National Senior Certificate or National Higher Certificate (NQF Level 4/5) no experience required. Ability to work with people and in a team. Good communication skills, planning skills, time management, problem solving and analysis. Knowledge of operating switchboard.
<u>DUTIES</u>	:	Provide front desk customer relations. Provide clients with relevant information and advice. Ensure smooth running of the switchboard. Manage monthly telephone accounts. Manage two servers, telephone manager and extensions.
<u>ENQUIRIES</u>	:	Mr S Tshatshelo Tel No: (012) 352 1056

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



<u>APPLICATIONS</u>	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
<u>CLOSING DATE</u>	:	28 November 2025 @ 16:30
<u>WEBSITE</u>	:	www.dpme.gov.za
<u>NOTE</u>	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

<u>POST 42/119</u>	:	<u>DEPUTY DIRECTOR: PROCUREMENT REF NO: 12/2025</u> Sub-Directorate: Procurement Services
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant Bachelor's Degree/Advanced Diploma (NQF level 7) in Supply Chain Management, Logistics or related fields with at least 6 years' experience in Supply Chain Management of which 3 years must be at Middle Management (ASD) level. Competencies & Skills: Excellent financial skills, supervisory and operational management skills. Problem solving skills. Good communication & report writing skills. Computer literacy skills. Knowledge requirements: Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. In-depth knowledge of the legislative environment applicable to government supply chain management and the development, implementation and monitoring of related policies and procedures. Personal Attributes: Must be client orientated and customer focused, solution orientated and able to work under stressful situations. The ability to maintain high level of confidentiality and to prioritize work in high-pressure environment.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the Sub-Directorate, Demand and Acquisition Management and Logistic Contract Administration in support of providing procurement services to the Department. This entails managing the functional operation of the sub-directorate: Demand and Acquisition Management. Oversee the bidding process: Compilation of bid documents and advertisement, Publishing of bid documents. Audit and Interim Financial Statements: All audit findings responded to and action plans implemented. Contract Management, Logistics and Warehouse Management: Warehouse management. Payment of suppliers within 30 days of receipt of invoice. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration: Maintenance of discipline and Management of performance and development.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312-0471
<u>APPLICATIONS</u>	:	can also be emailed to Recruitment12@dpme.gov.za
<u>POST 42/120</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: 13/2025</u> Office of the Director-General
<u>SALARY</u>	:	R896 436 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent qualification (NQF 6) in the areas of Public Administration/ Office Management/ Administration/ Public Management or related field with 5 years' experience of which 3 years should be at supervisory/ management level (ASD). Competencies and skills: Should have good communication skills (verbal and written) and high level of computer literacy. Proven management competencies. Knowledge requirements: Knowledge of Minister's operations. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Personal attributes: Ability to produce good quality of work, be reliable and take initiative, be flexible and have the ability to work with the team. Should have management skills and be able to control financial resources and supervise staff.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide administrative support to the Executive Authority on matters relating to Parliament/the legislature and Cabinet/executive council. This entails monitoring events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective parliamentary service. Facilitate timeous and appropriate responses to the parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. Manage the provision of secretariat to the Cabinet Cluster meetings Co-Chaired by the

		Minister. Provide support to Clusters and ensure implementation of Cabinet actions in relations to the department mandate. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Conduct quality control in the department's documents to parliament and compiling regular written reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Masilela Tel No: (012) 312 0471
	:	can also be emailed to Recruitment13@dpme.gov.za
<u>POST 42/121</u>	:	<u>SENIOR STATE ACCOUNTANT: DEBT REF NO: 14/2025</u>
		Unit: Payables, Receivables and PMG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 – R467 790 per annum (Level 08), plus benefits
	:	Pretoria
	:	A National Diploma/ Degree (NQF 6/7) in Finance, Accounting or equivalent with at least 3 years' experience in financial management environment. Competencies and skills: Must have good Interpersonal relations, planning and execution skills and good leadership skills. Must have good verbal and written communication skills. High level of computer literacy skills. Knowledge requirements: Should have extensive knowledge and experience of BAS, LOGIS and PERSAL. Knowledge of Microsoft Office suite. Ability to supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant Directives such as PFMA, Treasury Regulations and other relevant legislation. Personal Attributes: Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible and reliable.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails administering Sundry Payments. Authorisation of BAS and LOGIS payments. Administering Debt Management. Administering Ledger Accounts, Journals and provide IFS/AFS inputs. Human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Masilela Tel No: (012) 312 0471
	:	can also be emailed to Recruitment14@dpme.gov.za
<u>POST 42/122</u>	:	<u>SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 15/2025</u>
		Unit: Assets, Fleet and Mobile Accounts
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08), plus benefits
	:	Pretoria
	:	A relevant 3-year tertiary qualification (NQF level 6) in Logistics/ Supply Chain Management/ Procurement/ Finance/ Accounting with at least 3 years' experience in SCM of which 2 years must be at supervisory level. Must have a valid driver's license (minimum code 8). Competencies and Skills: Must have good verbal and written communication skills. Good Interpersonal relations skills. Planning and Execution skills and good leadership skills. Knowledge requirement: LOGIS, BAS and MS Packages. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies. Personal Attributes: Ability to demonstrate sound knowledge of policies and practices. Ability to apply technical/ professional knowledge. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player and be able to make sound recommendations and show trust to others. Ability to supervise staff. Ability to delegate and empower subordinates.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails providing assets management services in the department. Providing fleet management services in the department. Providing mobile accounts management services for the department and supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Masilela Tel No: (012) 312-0471
	:	can also be emailed to Recruitment15@dpme.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to Recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: PA"
- CLOSING DATE** : 28 November 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote presentively in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 42/123** : **PERSONAL ASSISTANT "REF NO: PA"**
- SALARY** : R325 101 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification as recognised by SAQA. 3-5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A B Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Have proven competencies: Good telephone etiquette, Computer literacy, Sound organising and people skills, High level of reliability, Communication skills (oral and written), Ability to act with tact and discretion, Good grooming and presentation and Self-management and motivation.
- DUTIES** : Provide a receptionist / secretarial service to the manager by means of receiving, directing or re-directing calls, clarifying instructions or taking messages. Make use of office equipment and ensure serviceability. Scrutinize documents to determine actions required for meetings and provide a meeting management service. Manage the diary and travel arrangements of the manager in line with relevant directives. Provide administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in the manager's office. Liaise with internal and external stakeholders.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

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

MANAGEMENT ECHELON**POST 42/124**

- : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 281125/01**
- : Branch: Corporate Support Services
- : CD: Human Resource Management

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Pretoria Head Office
- : An Undergraduate qualification in Human Resource Management or related field at (NQF level 7) as recognized by SAQA. Five years of experience at senior managerial level in a Human Resource environment; Extensive work experience in a complete range of Human Resources functions and regulatory framework. Understanding of strategic capability and leadership. Knowledge of programme and project management. Understanding finance, change and knowledge management. Planning and organizing skills. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

- : Lead the management of the provision of human resource administration services. Oversee the accurate and timely management of HR records payroll administration, benefits management and compliance with labour regulations. Oversee the planning and recruitment of human resources. Lead the development and execution of workforce planning strategies to ensure the organization attracts, develops, and retains top talent. Lead the provision of employee health and wellness programmes. Monitor the effectiveness of wellness programmes and make recommendations for continuous improvement. Oversee the rendering of employee relations services. Lead the resolution of employee conflicts, grievances, and disciplinary issues in accordance with organizational policies and legal requirements. Lead the

management of human resource development and professional capacity. Oversee the identification of skill gaps and the creation of targeted development plans to build the workforce's professional capacity. Oversee the management of the Learning Academy functions in the Department. Promote and implement the framework on professionalization in the public sector. Management of human and financial resources in the chief directorate.

ENQUIRIES : Ms N Fundakubi Tel No: (012) 336 8197
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 42/125 : **DEPUTY DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 281125/02**
 Branch: Finance: Main Account
 Dir: Supply Chain and Asset Management

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant qualification at NQF 7 in Supply Chain Management / Purchasing Management / Logistics. Management / Public Management. Three (3) years related Supply Chain (Acquisition Management) experience at supervisory/management level (ASD). Knowledge and understanding on human resource management legislation, policies, practices and procedures. Understanding of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFPA), Broad-Based Black Economic Empowerment (BBBEE), Public Procurement Act 28 of 2024, State Information Technology Agency (SITA) Act 88 of 1998 as amended by SITA Amendment Act 38 of 2002 & its regulations and Treasury Regulations and guidelines. Understanding Public Service anticorruption 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. Knowledge and understanding of departmental policies and procedures. Understanding of government financial systems. Principles and practices of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Lead and manage the operations of the Sub-Directorate: Supply Chain Management (Acquisition Management), ensuring alignment with departmental objectives and legislative requirements. Develop, implement, and maintain acquisition management policies, processes, and procedures to enhance operational efficiency and compliance. Oversee the procurement of goods and services through quotation processes, ensuring adherence to prescribed thresholds and guidelines set by the National Treasury. Manage the sourcing, evaluation and award of quotations in accordance with applicable regulatory frameworks. Oversee the acquisition of goods and services through competitive bidding processes, ensuring transparency, fairness, and value for money. Ensure the accurate compilation and timely publication of bid documents. Oversee the administration of bid processes, including the provision of secretariat support to Bid Committees (Evaluation and Adjudication). Coordinate and produce monthly, quarterly, and annual acquisition management reports to support strategic decision-making. Manage and supervise staff within the sub-directorate to ensure the delivery of effective acquisition management services. Perform administrative functions related to financial and human resource management within the unit. Management of performance and development.

ENQUIRIES : Ms N Khubana Tel No: (012) 336 6681
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

<u>POST 42/126</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A - C REF NO: 281125/03</u> Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services SD: Quantity Surveying and Contract Management
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. Three (3) years post qualification Quantity Survey experience. Compulsory registration with the South African Council for the Quantity Surveying Profession (SACQSP) as a Professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high performance culture and networking. Professional judgement and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.
<u>DUTIES</u>	:	Reports to the Chief Quantity Surveyor. Provide support to all engineers, contract managers and site agents. Pricing of new construction works development of bills of quantities and estimates and valuation and submission of payment certificates. Calculation of unit rates for record keeping, creating a data base for all construction costs and activities. Co-ordinate professional teams on all aspects regarding quantity surveying and cost reporting. Ensure adherence to quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by engineering designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration.
<u>ENQUIRIES</u>	:	Ms. N Smit Tel No: (012) 336 8098
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/127</u>	:	<u>RISK OFFICER (ENTERPRISE RISK MANAGEMENT) REF NO: LOCMA 05</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Risk Management/Auditing/Economics at NQF7. Registration as a Certified Risk Management practitioner/professional, Certified Internal Auditor, Certified Fraud Examiner. A minimum of 4 years' experience obtained in Risk Management practices at a middle managerial level. Knowledge and experience of risk mitigation processes, knowledge of the broader risks management guidelines and standards. 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, Principles and practice of financial accounting, Framework for managing performance information, business strategy transaction and alignment, Problem solving and Analysis, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Development and implementation of Enterprise Risk Management (ERM) framework: Participate in the development of the risk management framework, implement the risk management plan, support the establishment of the risk management philosophy and culture in the organization, advocate and promote risk management in the agency (awareness activities). Supervise, facilitate and advise on the risk management assessment process: facilitate Enterprise-Wide Risk Assessments, conduct risk identification, analysis and evaluation with strategic partners within the Vaal-Orange Catchment Management Agency. Initiate the updating of LOCMA's risk register for

conformity of objectives to improve effectiveness of the entity. Engage stakeholders within business units with the sole purpose of extracting information to integrate within the draft risk reports as per identified risks for mitigation. Develop proposals to determine the scope of allocated internal audits. Monitor and review the identified risk response activities: continuous monitoring of the risk environment. Monitoring the implementation of the progress of activities to address risks as agreed on revising risk response activities. Conduct Risk Education, Training and benchmarks; Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles. Conduct workshops on risks mitigation processes for implementation within LOCMA. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies.

ENQUIRIES : Ms Fanisa Lamola at 083 273 2494
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : The Limpopo-Olifants 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 42/128 : **ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 281125/04**
Branch: Water & Sanitation Services Management KwaZulu-Natal
CD: Provincial Operations KZN

SALARY : R468 459 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : Relevant NQF 7 qualification in Auditing/Financial Management. Five (5) years experience in Auditing. The disclosure of a valid unexpired driver's license. Ability to think strategically. Excellent communication skills. A sound understanding of Enterprise Risk Management (ERM) principles and philosophy. Sound understanding of Auditing principles and philosophy. Excellent facilitation skills. Able to organise and motivate others, who in many cases may be in senior position. Extensive knowledge of computerized, financial and business systems. Sound understanding of PFMA, Treasury Regulations and Corporate Governance issues. Sound understanding of the framework for strategic plan and annual performance plan. Computer literacy in Microsoft Office suite. Leadership skills. Sound understanding of investigation skills. Sound understanding of Anticorruption strategy and fraud prevention measures. Leadership, project management, strategic support, capability, programme and project management skills. Financial management and change management. Service delivery innovation (SDI).

DUTIES : Perform enterprise risk management. Perform regular inspections. Perform preliminary investigations. Co-ordination of internal and external audits on both Main and Trading account. People Management. Assess the control environment, risk management and governance processes of the department. Plan the audit projects. Develop adequate audit programmes. Document all findings on the standard audit working papers. Compile audit reports. Perform follow-up reviews to ensure that agreed action plans have been implemented. Identify risk and suggest corrective measures. Monitor expenditure against budget allocation. Maintain updated signature specimens of authorised signatories. Build relationships with external auditors and other assurance providers. Special investigations, Inspection and audit coordination.

ENQUIRIES : Mr B Mkhungo at 082 874 4438
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 42/129 : **ASSISTANT DIRECTOR: LAND MATTERS REF NO: 281125/05 (X4 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Land Rights Administration

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

<u>REQUIREMENTS</u>	:	A relevant NQF 6 qualification (National Diploma), a course in Real Estate will serve as an added advantage. Five (5) years appropriate experience in land related matters. Knowledge understanding Expropriation Act, National Water Act, Water Services Act, Promotion of Administrative Justice Act, Constitution of South Africa, Public Services Act, Public Administration and relevant acts in relation to the land related matters. Problem solving and analysis. Accountability and ethical conduct. Good communication skills both (verbal and written).
<u>DUTIES</u>	:	Facilitate the Development of land acquisition practices. Develop and review methodologies within the unit. Participation in policy development and review processes. Coordination of administration of land use matters. Compile and submit accurate monthly and quarterly reports within prescribed timeframes. Prepare submissions and reports on land administration matters, ensuring compliance with all relevant legislation, policies, and departmental requirements. Supervise and guide staff in interpreting and applying land-related legislation, policies, and departmental guidelines. Provide administrative support in relation to applications wayleave, servitudes, the leasing of land and solar and hydro applications under the land delegated authority. Verify and ensure that all land parcels have been vested under DWS. Monitor and report illegal occupation or misuse of State land within government waterworks and conduct site visits as required. Administer applications from interested parties for new developments on State land and oversee administrative functions for existing (old scheme) properties. Attends meetings related to land matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Mangotlo Tel No: (012) 336 8949
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/130</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION (QUOTATION MANAGEMENT) REF NO: 281125/06</u> Branch: Finance: Main Account CD: Dir: Supply Chain and Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Pretoria Head Office
	:	Relevant qualification at NQF 7 in Supply Chain Management, Purchasing Management, Logistics Management, Public Management. Three (3) years related Acquisition Management experience at supervisory level in Acquisition Management. Knowledge and understanding of Supply Chain Management Treasury Prescripts, practices, and procedures, Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Broad Based Black Economic Empowerment Act 53 of 2003. Knowledge of CSD procurement systems. Report writing skills.
<u>DUTIES</u>	:	Allocate duties and perform quality control and compliance on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Assist with sourcing and evaluation of quotations as and when a need arises. Produce weekly and monthly reports on the status of all procurement projects. Assist in the consolidation of the Departmental Transformation report. Ensure compliance with quotation thresholds as per the SCM Policy. General Supervision and Management of officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Kgwadi Tel No: (012) 336 7120
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/131</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER: (MR5) (OFFICE OF THE BOARD SECRETARY) REF NO: LOCMA 06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R464 634 per annum, (OSD)
	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
	:	LLB (or equivalent qualification). At least eight (8) years appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act.

	Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.
<u>DUTIES</u>	: Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.
<u>ENQUIRIES</u>	: Ms Fanisa Lamola at 083 273 2494
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: The Limpopo-Olifants 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 42/132</u>	: <u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 281125/07</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central Div: Civil Engineering
<u>SALARY</u>	: R391 671 – R586 665 per annum, (OSD), (offer will be based on proven years of experience)
<u>CENTRE</u>	: Free State (Bloemhof Dam)
<u>REQUIREMENTS</u>	: A National Diploma in Civil Engineering. Three (3) years post qualification Technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk will serve as an added advantage. Knowledge of programme and project management. Knowledge of technical design and analyses of dams and canals. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding research and development. Knowledge of computer-aided engineering applications including relevant computer software. Technical report writing. 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.
<u>DUTIES</u>	: Render technical services and support. Provide input in engineering drawings, research, design, manufacturing, 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 input 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 and refurbished equipment. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr HS van der Westhuizen Tel No: (051) 405 9000
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 42/133</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (CIVIL ENGINEERING) REF NO: 281125/08</u> Branch: Water and Sanitation Services Management Gauteng CD: Provincial Operations: Gauteng SD: Hydrological Services (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Boskop Area Office
	:	A National Diploma in Civil Engineering. Three (3) years post qualification technical Civil Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design of gauging weirs and analysing knowledge of hydrological data. Knowledge and experience in Computer-aided engineering applications. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and teamwork skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management. Travel extensively as and when required. Must be prepared to work away from the office for extended periods of time.
<u>DUTIES</u>	:	Stream Gauging using ADP and conventional stream gauging methods. Survey of gauging weirs and flood (rated) sections using the levelling instrument. Preparation of drawings using CAD software. Calibration of flow gauging stations. Inspection planning of maintenance surface water gauging stations within the area of responsibility. Maintenance of electronic data logging instruments. Supervision of personnel. Hydrological Data editing and processing. Management of hydrological data bank. Prepare technical specifications for procurement of the required resources. Manage the collection of all forms of hydrological data within area of responsibility and compile reports. Provide technical support to requests received from stakeholders. Ensure the compliance to the Occupational Health and Safety Act in line with statutory and regulatory requirements. Engage in research and developmental activities for continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	KV Moganedi Tel No: (018) 298 9009
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/134</u>	:	<u>ENVIRONMENTAL OFFICER (GRADE A-C): SANITATION SERVICES REGULATION REF NO: 281125/09</u> Branch: Water & Sanitation Services Management Dir: Water Services Regulation
<u>SALARY</u>	:	R343 842 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A National Diploma in Environmental Management or Natural Sciences. Experience in water services management or regulation will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills

(MS Office). Data analysis, good presentation and communication skills. Technical report writing and professional judgement skills. Understanding of the National Water Act, Water Services Act and related legislation. An understanding of the National Green Program. Willingness to travel and work extensive hours.

DUTIES : Conducting inspections on wastewater systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring compliance to wastewater effluent quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to wastewater effluent quality standards and monitoring remedial actions. Monitoring the loading of wastewater services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Preparations, and conducting of assessments relating to regulatory Green Drop regulatory programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Green Drop programme. Coordinating with Catchment Management Agencies on the investigations and reporting on sewer spillages and pollution incidents. Monitoring compliance of onsite sanitation to relevant guidelines and regulations. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centers, etc.).

ENQUIRIES : Mr N Musekene Tel No: (051) 405 9000
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 42/135 : **CHIEF SECURITY OFFICER REF NO: 281125/10 (X2 POSTS)**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R325 101 per annum (Level 07)
CENTRE : Vaal Dam Ref No: 281125/10A (X1 Post)
 Orange Vaal (Bloemfontein) Ref No: 281125/10B (X1 Post)

REQUIREMENTS : A relevant NQF level 4 or Senior/Grade 12 Certificate. A valid Security Grade A PSIRA Certificate. National Diploma in Security Management will serve as an added advantage. National Key Point Certificate, A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol will serve as an added advantage. Three (3) years' supervisory experience in a security environment. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.

DUTIES : Implement security polices in line with relevant acts and national directives as determined. Monitor threats and risk analysis Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Coordinate security awareness and training Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary.

ENQUIRIES : Mr. CM Mokone. Tel No: (016) 880 0919
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>

NOTE : Candidates may be required to complete a practical and theoretical test.

<u>POST 42/136</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CFO) REF NO: LOCMA 08</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 6 (Diploma or Degree). Experience in high-level administrative support. Experience in providing executive-level support in a fast-paced environment. Strong organizational and communication skills. Ability to manage multiple priorities and stakeholders. Excellent organizational and time management skills. Strong written and verbal communication abilities. Proficiency in Microsoft Office and other administrative tools.
<u>DUTIES</u>	:	Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery.
<u>ENQUIRIES</u>	:	Ms Fanisa Lamola at 083 273 2494
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Limpopo-Olifants 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 42/137</u>	:	<u>COMMITTEE SECRETARIAT REF NO: LOCMA 07</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Polokwane (Limpopo-Olifants Catchment Management Agency)
<u>REQUIREMENTS</u>	:	A relevant three (3) year tertiary qualification in Administration/Secretarial. Minimum Three (3) years' experience in Committee work, administration and secretarial. Competencies required: knowledge of Governance, Policies and Procedures. Knowledge of administrative and clerical procedures and systems. Board Procedures. Schedule 4 of National Water Act. Ethics and integrity. Writing skills. Detail and focused. High Degree of confidentiality. Computer skills and good Communication skills. Coping with work pressure.
<u>DUTIES</u>	:	Record and prepare minutes of the Governing Board and its committees including (ad-hoc committees) and stakeholders' sessions. Prepare and have agendas delivered for the Governing Board and its committees including (ad-hoc committees). Arrange official transport and accommodation for Board and Committee members through Supply Chain Management section. Update outstanding Board Resolutions Register by collating information from various divisions. Follow up with Executives/Managers on all reports due to be submitted to committees including ad-hoc committees. Prepare and distribute to all Executives/Managers schedule of meeting dates with the closing dates for reports for the financial year. Prepare schedules of the Governing Board and its Committee meetings dates of every financial year. Arrange venues and logistics for the meetings of the Governing Board and its committees. Arrange appointments for the Chairperson and Governing Board members regarding official business of the LOCMA. Keep filing systems for verification to internal and external Auditors upon request. Provide documents for verification to internal and external Auditors upon request. Keep the pecuniary interests register in respect of the Governing Board members. Have declaration of interest forms completed by the Governing Board members and all employees attending the meetings of the Governing Board and its committees. Provide administrative support regarding the completion of claims by the Governing

	Board members in respect of attendance of Governing Board and committee meeting and events. Perform other committee work on request such as for MANCO, REMCO, etc.
<u>ENQUIRIES</u>	: Ms Fanisa Lamola at 083 273 2494
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: The Limpopo-Olifants 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 42/138</u>	: <u>ARTISAN PRODUCTION GRADE A – C (ELECTRICAL) REF NO: 281125/11</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central
<u>SALARY</u>	: R243 597 – R408 048 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	: Jericho Dam (Usutu River)
<u>REQUIREMENTS</u>	: An appropriate Electrical Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ability to work in a team. Knowledge of production process and skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Legal compliance. Computer aided technical applications and computer literacy. Good communication skills. Technical analysis and problem-solving skills. Willingness to travel and ability to work long hours. Able to perform well under pressure.
<u>DUTIES</u>	: Maintenance of electrical installations in various dams, reservoirs, departmental houses, pump stations, machinery, repeater stations, dam walls and pipelines. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submits technical reports. Keep and maintain job records/ register and supervise and mentor staff. Perform standby duties if required.
<u>ENQUIRIES</u>	: Mr A.P Maphanga Tel No: (017) 846 6000
<u>APPLICATIONS</u>	: All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>NOTE</u>	: Candidates may be required to complete a practical and theoretical test.
<u>POST 42/139</u>	: <u>WATER CONTROL AID (X22 POSTS)</u> Branch: Infrastructure Management Northern Operations Dir: Operations Northern
<u>SALARY</u>	: R193 359 per annum (Level 04)
<u>CENTRE</u>	: Loskop Dam Ref No: 281125/12 (X2 Posts) Nzhelele Canals Ref No: 281125/13 (X6 Posts) Rustedeventer (Elandsriver) Ref No: 281125/14 (X3 Posts) Blyde River Ref No: 281125/15 (X2 Posts) Mapochs Ref No: 281125/16 (X2 Posts) Albasin Ref No: 281125/17 (X1 Post) Nandoni Dam Ref No: 281125/18 (X2 Posts) Letaba System Ref No: 281125/19 (X1 Post) Tzaneen Dam Ref No: 281125/20 (X2 Posts)
<u>REQUIREMENTS</u>	: An NQF level 2 or equivalent. 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.
<u>DUTIES</u>	: 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 store room always.
<u>ENQUIRIES</u>	: Mr. KS Thantsha Tel No: (015) 307 8600
<u>APPLICATIONS</u>	: Mr. ST Ngcobo, Tel No: (013) 262 6839 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/140</u>	: <u>DRIVER/MESSENGER REF NO: 281125/21</u> Branch: Ministry Div: Office of The Deputy Minister
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 per annum (Level 04) : Pretoria Head Office : An NQF 2 or equivalent. The disclosure of a valid code 8 Driver's License. One (1) year experience in driver/ messenger services. Knowledge of driving services. Knowledge of Occupational Health and Safety protocol. High sense of responsibility and accountability. Record keeping and reporting procedures. Reliability and punctuality. Maintain strict confidentiality.
<u>DUTIES</u>	: Drive light motor vehicles. Complete vehicle logbook and trip authorisation. Collection and drop-off of documents. Collect and drop off officials to and from various destinations. Conduct routine checks on safety of vehicle. Assist in registry services.
<u>ENQUIRIES APPLICATIONS</u>	: Ms P Mabelane Tel No: (012) 336 6783 : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/141</u>	: <u>DRIVER/MESSENGER REF NO: 281125/22</u> Branch: Infrastructure Management: Central Operations Dir: Operations Central Div: Administration Support
<u>SALARY CENTRE REQUIREMENTS</u>	: R193 359 per annum (Level 04) : Pretoria (Central Operations) : An NQF 2 qualification or equivalent. The disclosure of a valid code 8 Driver's License. One (1) year experience in driver/messenger services. Computer literacy skills. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Ability to pay attention to detail, handle confidential information, track and trace documents. Accountability, analytical thinking and problem-solving skills. Must be prepared to work under pressure, travel extensively and work extended hours.
<u>DUTIES</u>	: Render quality messenger and driver services to the directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieval and delivery of files to various offices. Tracking, tracing of correspondence documents and keeping registers. Operate photocopier machines. Render administrative assistance through the execution of tasks related to administration support section as and when there is a need.
<u>ENQUIRIES APPLICATIONS</u>	: Mr SM Muelwa Tel No: (012) 741 7349 : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	: Candidates may be required to complete a practical and theoretical test.
<u>POST 42/142</u>	: <u>FOOD SERVICE AID REF NO: 281125/23</u> Branch: Ministry Div: Office of The Deputy Minister
<u>SALARY</u>	: R138 486 per annum (Level 02)

<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	An NQF level (1) or (2) Certificate or relevant qualification. N6 or Diploma in Hospitality & Catering Services will serve as an added advantage. Two (2) years' experience in food preparation and serving environment will serve as an added advantage. Three (3) years of experience working as a cleaner will be an added advantage. Ability to work under pressure. Basic knowledge keeping kitchen utensils clean and safe. Knowledge of sanitation, health and safety procedures. Knowledge of hygiene standards. Knowledge of inventory procedures and techniques. Knowledge of food preparation techniques. Knowledge in dishing out food. Basic knowledge in quality management. Willing to work shifts and overtime.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks, beverages (water, tea, coffee, sugar, and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food suppliers and report waste and losses.
<u>ENQUIRIES</u>	:	Tel No: Ms P Mabelane Tel No: (012) 336 6783
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 42/143</u>	:	<u>GENERAL WORKER (X10 POSTS)</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern Cluster (Groblersdal Area Office)
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Buffelskloof Dam Ref No: 281125/24 (X1 Post) Tours Dam Ref No: 281125/25 (X1 Post) Kwena Dam Ref No: 281125/26 (X2 Posts) Mapochgronden GWS (Vlugkraal Dam) Ref No: 281125/27 (X1 Post) Injaka Dam (Bushbuckridge) Ref No: 281125/28 (X1 Post) Rhenosterkop / Mkhombo Dam Ref No: 281125/29 (X1 Post) Bronkorstspuit Dam Ref No: 281125/30 (X3 Posts)
<u>REQUIREMENTS</u>	:	An ABET Certificate. A higher qualification will serve as an added advantage. Preference will be given to candidates who can demonstrate relevant work experience in a similar environment. 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.
<u>DUTIES</u>	:	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 off-load equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.
<u>ENQUIRIES</u>	:	Mr. ST Ngcobo Tel No: (013) 262 6839 (Groblersdal)
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/