



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 44 OF 2024**

**DATE ISSUED 29 NOVEMBER 2024**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

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## DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at [Recruitment@dbe.gov.za](mailto:Recruitment@dbe.gov.za). Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 13 December 2024
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered.

## MANAGEMENT ECHELON

- POST 44/01** : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/06/2024**  
Branch: Curriculum Policy, Support and Monitoring  
Re-advert
- SALARY CENTRE REQUIREMENTS** : R1 741 770 per annum, all-inclusive remuneration package  
Pretoria  
An appropriate recognised qualification at NQF level 8 qualifications as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years' experience at senior managerial level; Extensive professional and practical experience in the field of education/curriculum; Candidate should be an effective communicator; Ability to develop curriculum and assessment for skills and competencies for a changing world; Ability to develop policy and support, monitor and evaluate curriculum implementation supported by Umalusi. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills. Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for policy support and monitoring of curriculum (GET and FET) from Grades R to 12 including Special Needs Education, Policy support, Learner with Special Education Need, Curriculum Innovation, National Strategy for Learner Attainment (NSLA), Rural Education and E-Learning; Increasing learner participation and success rate to meet the goals of the National Development Plan and Action Plan 2019 Towards the realization of schooling 2030;

Managing learner qualification improvement programmes; Providing strategic leadership to the Technical Support and Language Units; Implementing, supporting and monitoring curriculum for Grade R to 12 and special interventions and support programmes to provinces, districts and schools; Monitoring and supporting CAPS implementation and strengthening school based assessment; Monitoring and supporting the implementation of the National Curriculum Statement (NCS) on reading in grade R-9 in order to improve teaching and learning; Providing quality education for learners with Special Education Needs and home schooling; Ensuring that learners with severe to profound intellectual disabilities access quality publicly funded education and support; Implementing MST and Curriculum Enhancement programmes; Policy support including foundation of learning, Dinaledi, ICTs and NSLA.

**ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

**NOTE** : Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Note People with disabilities are encouraged to apply.

**POST 44/02** : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/07/2024**  
Branch: Teachers, Education Human Resources and Institutional Development  
Re-advert

**SALARY** : R1 741 770 per annum, all-inclusive remuneration package  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised qualification at (NQF level 8) as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years' experience at senior managerial level; 8 years' experience in the Education sector; Ability to maintain labour peace in the sector; Ability to coordinate processes for managing demand and supply of Educators; Ability to coordinate processes for training and development of Educators; Process competencies: Knowledge Management; Service Delivery Innovation; Problem-solving and Analysis; Client Orientation and Customer Focus; and Communication skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively.

**DUTIES** : The successful candidate will be responsible for developing policies and systems for managing teachers demand and supply in collaboration with provinces; Providing oversight to the Fundza Lushaka bursary scheme; Providing direction and strategic leadership to enable the recruitment, retention, utilization, support and development of educators; Providing guidance on the implementation of a coherent teacher development strategy, including the use of innovative practices to identify, record and respond to teacher development needs, including support to learners with special education needs; Providing strategic leadership in the management and administration of the Branch, including the development and compliance with targets as contained in the Medium Term Development Plan (MTDP), the Annual Performance Plans (APP); Providing reports to oversight structures as required; Managing the post provisioning process and other HR-

related matters; Managing systems and processes for the management of Educator and school performance; Managing staff performance in line with their performance agreements, as well as managing the budget of the Branch; Overseeing the development and management of a National Teacher Induction Programme; Overseeing processes for collective bargaining and ensure maintenance of labour peace within the education sector; Coordinating collaboration with different stakeholders within the Basic Education sector.

**ENQUIRIES**

: Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

**NOTE**

: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The ideal candidate should have a vision, a mature sense of leadership and proven management abilities to ensure that the branch can meet the goals and targets as reflected in the National Development Plan (NDP) as well as the Action Plan to 2024, towards schooling 2030. A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Note People with disabilities are encouraged to apply.

## DEPARTMENT OF CORRECTIONAL SERVICES

**Note: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.**

**APPLICATIONS** : Send your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to [NationalOfficeHRM@dcs.gov.za](mailto:NationalOfficeHRM@dcs.gov.za). Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 17 December 2024 at 15h45.

**CLOSING DATE** : 17 December 2024

**NOTE** : The Department of Correctional Services reserves the right not to fill any of these advertised posts. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.

## OTHER POST

**POST 44/03** : **DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT OFFICER**  
**REF NO: HO 2024/11/05**

**SALARY** : R849 702 per annum, (all-inclusive package)

**CENTRE** : Office of the Minister

**REQUIREMENTS** : An appropriate degree or equivalent qualification at NQF level 7. Three (3) years' experience at Assistant Director/Middle management level. Computer literate. Valid Drivers' License. Competencies and Attributes: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Good verbal and written communication skills.

**DUTIES** : Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister. Liaise with structures such as the Portfolio and Standing Committees on matters that have a bearing on the portfolio of the Minister and brief the department on decisions taken. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the Minister. Peruse documents such as the minutes of Cabinet and Cluster Committees and

monitor meetings of the executive structures 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. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Manage and oversee the packing, dispatching and unpacking of official documents and equipment in the Pretoria and Cape Town offices. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes applicable to the Minister. Manage human resources, finance and assets. Management of performance information

**ENQUIRIES**

: Mr Y Naidoo Tel No: (012) 307 2079, Ms TP Ngobeni Tel No: (012)305 8589 or Ms NS Khumalo Tel No: (012) 307 2174.

**NOTE**

: Appointment under the Public Service Act.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<b><u>CLOSING DATE</u></b>	:	13 December 2024 at 16:00 (walk-in) and 00:00 midnight (online)
<b><u>NOTE</u></b>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. The questions related to conditions that prevent re-appointment under Part F must be answered. 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. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

## OTHER POSTS

<b><u>POST 44/04</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION REF NO: HR 4/24/11/01HO</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) years Diploma NQF6/ Degree NQF7 in Public Administration/Public Management/ Business Administration/ Business Management/Office Management/ Developmental Studies. Five (5) years' functional experience in the Secretariat and Administrative /Support Services environment. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority, Job knowledge and technical skills, Working knowledge of political and parliamentary processes in South Africa, Proven management competencies, Government policies and planning systems, Government Program of Action, Public Service Regulatory Framework, Presidency policies and procedures on information management, Performance Management. Skills: Strategic capacity and leadership,



		Good communication skills (written and verbal), Report writing, Research, Operational management, Negotiation, Interpersonal relations, Facilitation, Conflict management, Presentation, Planning and execution, People management and empowerment, Financial management, Quality management, Project Management.
<b><u>DUTIES</u></b>	:	Manage the administrative support and coordination of activities within the office of the Executive Authority. Manage the procurement and maintenance of equipment and administer the budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Liaise with internal and external role players with regard to matters relating to the portfolio to the Executive Authority. Render a Cabinet/ executive council support service to the Executive Authority. Quality check the work delivered and advise relevant stakeholders with regard to all aspects of quality the work required in the Office of the Executive Authority.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Rudah Tel No: (012) 309 4659
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ7@labour.gov.za">Jobs-HQ7@labour.gov.za</a> Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 44/05</u></b>	:	<b><u>PARLIAMENTARY AND CABINET SUPPORT REF NO: HR 4/24/11/02HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 per annum, (all-inclusive) Head Office: Pretoria Three (3) years National Diploma NQF 6/ Undergraduate Bachelor Degree NQF 7 in Public Administration/Public Management/ Business Administration/Business Management/ Office Management. Five (5) years' experience of which three (3) years' functional experience in secretariat and administrative/ support services. Knowledge: Public Service Regulation Act, Public Financial Management Act, Public Service Act, All Labour Legislations, Constitutional Law, working knowledge of the political/ legislative processes in South Africa, Broad knowledge and understanding of the functional areas covered by the Minister, Working knowledge of Ministry operations. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation Skills, Presentation, Report Writing, Conflict Resolution.
<b><u>DUTIES</u></b>	:	Monitor 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. Provide an administrative Support regarding issues on Parliament/ Cabinet that requires the attention of the Minister. Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Rudah Tel No: (012) 309 4659
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ9@labour.gov.za">Jobs-HQ9@labour.gov.za</a> Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 44/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR 4/4/1/101</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 per annum Provincial Office: East London Three (3) year tertiary qualification (NQF Level 6) in Operations Management /Public Management/ Business Administration/Public Administration/ Administration Management/ Public Relations Management /Financial Management. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Valid Driver's License. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Service Regulation (PSR). Skills: Communication (Both verbal and written), Time Management, Customer Relations, Computer literacy, Supervisory, Report Writing, People Management.
<b><u>DUTIES</u></b>	:	Facilitate the employer services function in the province. Coordinate the provision

of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.

**ENQUIRIES**

**APPLICATIONS**

**FOR ATTENTION**

- : Mr. TM Ramatsetse Tel No: (043) 701 3000
- : Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: [Jobs-EC4@labour.gov.za](mailto:Jobs-EC4@labour.gov.za)
- : Sub-directorate: Human Resources Management

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

<b><u>APPLICATIONS</u></b>	:	Only online applications will be accepted. Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment">https://erecruitment.gtac.gov.za/erecruitment</a>
<b><u>CLOSING DATE</u></b>	:	13 December 2024 at 12 pm.
<b><u>NOTE</u></b>	:	Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities. Applicants who previously applied for the Team Leader: Project Management position in Circular 38 of 2024 which closed on 1 November 2024 need not re-apply.

**MANAGEMENT ECHELON**

<b><u>POST 44/07</u></b>	:	<b><u>TEAM LEADER: PROJECT MANAGEMENT (JOB FUND) REF NO: G04/2024</u></b> Term: 24-month fixed-term contract
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field. Postgraduate qualification or internationally recognised certification in Project Finance; Project Management or related field would be advantageous. A minimum of 7 years' experience and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 5 years' experience in a middle/senior management position. At least 7 years' experience and track record in respect of economic project/programme development and support. Strong economics background (Development/Behaviour/Micro with experience in active labour market interventions. Strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well

as putting into practice the Batho Pele spirit. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political, and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: Refers to the ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision-makers; the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management: Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resource Planning: Organizes work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. Strategic Orientation: Strategic orientation is about taking a broad-scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others. Economic Development: Knowledge/ understanding of how labour markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor approaches to development. Corporate Finance/ Project Finance/structured finance/Grant Management: Specific areas of finance dealing with the financial decisions

corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds the cost of capital, without taking excessive financial risks. Policy Development Management and Dissemination: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to the National Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/Knowledge Management: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Verbal and writing skills, stakeholder engagement and writing up case studies. Impact Evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

**DUTIES**

: To provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund. Management of Funding round including application, appraisal and approval: Conduct research and provide strategic inputs on the design of the fund and future funding initiatives and develop impact assessment criteria. Assist with the origination of projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated projects including admin support related to project decision records, minutes etc. Support staff and applicants. Analyse the application financial model and advise on an appropriate structure. Input Financial Research and funding requirements into the Term Sheet and Application appraisal documents. Analysing Annual Financial Statements (AFS) and management Accounts and interpreting ratios. Assist with the Financial Appraisals. Analysis of the Applicant's past Annual Financial Statements, cash flows and cash flow projections. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensuring that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all figures are as per the Executive Summary. Ensuring that the Approved Financial Models are carried through the contracting documents. Reviewing of Matched funding agreements and documentation. Interrogation of Financial Models and ensuring that the contracted models are as per the Jobs Fund Operating Guidelines. Supporting the contracting process through training, negotiations and preparation/ Quality assurance of contracting documentation. Implementing effective contracting strategies to ensure the process is completed and contracting conditions have been met. Post-Investment Monitoring: Input at project monitoring committees -Project Implementation Review Meeting (PIRM), and participating in Project Close-out Reports (PCR), Post Implementation Monitoring Reporting Meetings etc. Participate in the Design and implement Year-End Review (YER) process. Communicate and manage audit logs in the Project Management Unit (PMU). Participate in finance processes and the preparation of documentation: Secondary Bank accounts and Surplus documentation. Quality assure that the implementing Financial Model is as per the approved model. Ensure the maintenance of the approved Matched Funding form and stature as per the approvals. Ensure proper maintenance of all financial evidence of projects. Quality Assure the maintenance of a separate set of Project Financials by the JFP. Assist in the Project Financial Audits and ensure that all submitted audits are per the Operating Guidelines. Monitor and resolve all Audit findings. Maintain and Quality Assurance of the Finance evidence Relationship Management: Implement relationship management mandate for the Jobs Fund. Develop and maintain strategic relationships with Jobs Fund partners and other stakeholders. Provide oversight/ manage intermediaries. Develop governance frameworks and manage implementation. Knowledge Harvesting and Sharing: (Implement the internal knowledge agenda strategy for the Jobs Fund which includes the management and/or production of: Practice notes/ Standard Operating Procedures (SOPs); Brown bags; Project Close -Out

Reports. Implement external knowledge strategy for the Jobs Fund which includes the management and/or production of: Research papers/ Learning series; Community of Practice (COP/ Webinars); Creating a network of key influencers and stakeholders. Assist with project evaluation work and draft analytical pieces for the Jobs Fund. Conduct independent research on Active Labour Market policies and interventions. Strategic & Talent Management: Strategically lead, guide and manage the team with all deliverables. Assess staff skills gaps & align unit training plan to skills gaps. Deepen the skills and capacity of the team. Manage and guide teams towards the achievement of Jobs Fund deliverables and/or targets and creating a high-performing team. Manage resourcing and balancing work allocations. Assess staff performance throughout the financial year. Organising and managing Staff events. Strategy Implementation and Risk Management: Implement the disbursement strategy and identify opportunities for improvement. Efficient planning around disbursement including identifying disbursement risks and mitigants, cashflow and impact. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Provide input into the strategic planning processes of the Jobs Fund. Adopt strategic projects and drive for better coordination and outcomes (escalation of issues, management interventions, risk-based site visit scheduling and length, management attendance of Project Steercoms, etc). Provide support for the development, assessment, and management of project improvement plans. Adherence to disbursement timelines and processes as per the Disbursement Framework. Contribute to the development of a risk management framework for the Jobs Fund. Lead the implementation of strategic assignments including the establishment of new programmes. Provide inputs into the submission of documents required to facilitate decision-making on additional budget allocations to the Jobs Fund (and related programmes) by relevant stakeholders.

**ENQUIRIES**

: HR Enquiries: Kaizer Malakoane 066 250 7072 /[kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)  
 Technical Job Enquiries: [jobsfund@treasury.gov.za](mailto:jobsfund@treasury.gov.za)

**NOTE**

: Calling all project management specialists with experience in development finance, impact investing, grant management, social impact programmes and project management to apply for a position at the Jobs Fund. Would you like to work for one of the world's largest job creation Challenge Funds? Would you like to make a positive difference and contribute to employment growth in South Africa? Do you have the skill and passion to work with a team committed to driving social impact through private-public partnerships? If yes, then consider working for the Jobs Fund.

**INTERNSHIP PROGRAMME  
 PERIOD: 24 MONTHS**

**OTHER POST**

**POST 44/08**

: **ECONOMICS INTERN REF NO: CPAU INTERNSHIP PROGRAMME/ 2024 (X2 POSTS)**

Chief Directorate: Capital Projects Appraisal

Division: Capital Projects Appraisal

Purpose: Our 24-month internship programme offers opportunities to enhance skills and gain valuable work experience to complement their qualifications.

**STIPEND**

: R154 077 per annum, (all-inclusive)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A completed Master's degree in Economics/Econometrics. Candidates with an interest in pursuing a career in GTAC and/or the Public Service. Candidates with a good academic study record (an overall minimum average of 60%). Candidates must be between the ages of 18-35 years and have not been exposed to an internship programme. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors, with research, and analysis skills. Applicant must be computer literate.

**ENQUIRIES**

: HR Enquiries: Kaizer Malakoane 066 250 7072/ [kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to [recruitment@health.gov.za](mailto:recruitment@health.gov.za) quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 13 December 2024
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 44/09** : **CHIEF DIRECTOR: NON-COMMUNICABLE DISEASES REF NO: NDOH 47/2024**  
Chief Directorate: Non-Communicable Diseases  
This is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY** : R1 436 022 per annum, (an all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/equivalent NQF Level 7 qualification in Health Sciences as recognized by SAQA. Postgraduate qualification (NQF 8) in Health Science or Public Health will be an advantage. At least (5) years' experience at Senior Management level in health environment. Experience in health policy development, the implementation of non-communicable diseases policies and strategies, monitoring mechanisms to facilitate target achievement, human resources management, and financial management. Knowledge of monitoring and evaluation system, research and information management, management and administration, project planning and management. Knowledge of the World Health Organisation

country strategies for combating NCDS. Knowledge and understanding of the Public Service Act, Public Service Regulations, Public Finance Management Act and National Health Act. Good communication (verbal and written), liaison, strategic capability and leadership, people management and empowerment, programme and project management, financial management, problem solving, analytical, planning, organization and computer skills (MS Office package). Ability to work independently and in a team. SMS pre-entry Certificate is required for appointment finalization.

**DUTIES**

: Provides strategic leadership on the early detection, treatment and control of non-communicable diseases, disabilities and rehabilitation, older persons, eye health and palliative care. Improve standards and enhance access to health services. Provide policy and strategic direction in all areas pertaining to non-communicable diseases. Coordinate and lead problem identification (through research, monitoring and evaluation interventions). Oversee the management of mental health and substance abuse. Implement screening for mental health problem. Represent the Non-Communicable Diseases Clusters as required at local, regional and international levels as well as intradepartmental and interdepartmental level. Ensure stewardship and support to Provinces. Support provincial bids for financial resources to improve NCD interventions. Develop and implement risk mitigation strategies and manage human resources to ensure achievement of programme targets. Ensure that projects specifications are developed and that services are procured in line with the statutory prescriptions.

**ENQUIRIES**

: Ms JR Hunter Tel No: (012) 395 9657



## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 17 December 2024

**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification 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 SMS posts will be subjected to a technical and 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 44/10** : **CHIEF EXECUTIVE OFFICER (DIRECTOR LEVEL): OFFICE OF THE LEGAL SERVICES OMBUD (OLSO) REF NO: 24/89/IDS**

**SALARY** : R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) LLB or equivalent 4 year legal qualification as recognized by SAQA; 5 years' of experience at senior managerial level in litigation; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Admittance as an Advocate/ admitted as Attorney with right of appearance at High Court; Knowledge of South African law, private law, constitutional law, criminal law, intellectual property, evidence and African Customary Law; Extensive knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, 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 Department of Justice and Constitutional Development Financial Instructions and the State Liability Act; Knowledge and understanding of social dynamics related to OLSO mandate, investigation, litigation and office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the provisioning of sound professional assessment and investigation of complaints and legal services; Manage and coordinate the provision of operations and strategic support; Manage the provision of communication, public information, stakeholder management services and corporate image of the OSLO; Manage, coordinate and facilitate the administration of HR, ICT, Finance and facilities related processes for the OSLO.

**ENQUIRIES** : Mr. R Chauke Tel No: (012) 315 1329  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. or email to [DOJ24-89-IDS@justice.gov.za](mailto:DOJ24-89-IDS@justice.gov.za)

**POST 44/11** : **DIRECTOR: POLICY AND STRATEGY REF NO: 24/90/MAS**

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master of The High Court: Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Bachelor of Science (BSc), BCom, LLB and Strategic Planning; 5 years' experience at middle/ senior management level; Nyukela Certificate (Certificate for entry into the Service Management Service from the National School of Government); Knowledge of process, system and policy improvement techniques, project management, law and strategic management; Knowledge of procurement directives, procedures, legislative framework governing the Public Service, Financial Management and regulatory framework/ guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act and Constitution; Knowledge and experience in office administration. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the development and implementation of the Master's modernization and digitization strategy; Manage the preparation and coordination of technical procedures and standards for Master's offices; Manage the development and implementation of policies; Manage Master's offices research and development programmes; Manage the development and implementation of Master's strategies; Manage human, finance and other resources.

**ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001. Or email to [DOJ24-90-MAS@justice.gov.za](mailto:DOJ24-90-MAS@justice.gov.za)

**POST 44/12** : **DIRECTOR: JUSTICE OPERATIONS AND FACILITIES REF NO: 24/VA28/NW**

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Office North-West  
**REQUIREMENTS** : An NQF level 7 as recognized by SAQA in Public Management/Administration, Bachelor's of Science in Property Management, Bachelor of Science in Real Estate or Bachelor's Degree in Security Management, Bachelor's Degree in Public Management/Administration, Bachelors of Science in Property Management, Bachelor of Science in Real Estate OR Bachelor's Degree in Science Management at (NQF level 7); 5 years' experience at middle/senior level in a building environment and/ or property management field environment; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); Skills and Competencies: Strategic Leadership Capability; Programme and Project Management; Financial Management; Change

- Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Honesty and Integrity.
- DUTIES** : Key Performance Areas: Manage justice operations; Manage infrastructure, facilities and auxiliary services; Manage security service and monitor risk of all courts in the province, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage human, finance and other resources. Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Manage justice operations, Manage infrastructure, facilities and auxiliary services, Manage security service and monitor risk of all courts in the region, Manage ICT related services, Manage and monitor justice stakeholder and customer relations; Manage effective utilization of resources in the directorate.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: [Doj24-28-NW@justice.gov.za](mailto:Doj24-28-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.

#### **OTHER POSTS**

- POST 44/13** : **FAMILY ADVOCATE LP 7/8 REF NO: 69/2024/FA/WC**
- SALARY** : R884 268 – R1 459 071 per annum; (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate, Cape Town
- REQUIREMENTS** : An LLB Degree or recognised four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate; Attorneys with the right of appearance at the High Court. Skills and Competencies: Good communication skills, both verbal and writing; Research, investigation, monitoring, evaluation and report writing skills and Diversity; Dispute and Conflict Resolutions skills.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape.
- ENQUIRIES** : Advocate S Ebrahim Tel No: (021) 426 1216  
Ms T Buttress Tel No: (021) 426 1216)
- APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to [DOJ24-65-FA-WC@justice.gov.za](mailto:DOJ24-65-FA-WC@justice.gov.za) [DOJ24-69-FA-WC@JUSTICE.GOV.ZA](mailto:DOJ24-69-FA-WC@JUSTICE.GOV.ZA)
- FOR ATTENTION** : Ms P Paraffin
- NOTE** : Shortlisted applicants will be required to submit service certificates.
- POST 44/14** : **DEPUTY DIRECTOR: AREA COURT MANAGER: MOLOPO CLUSTER REF NO: 24/VA30/NW**
- SALARY** : R849 702 - R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ngaka Modiri Molema District
- REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Leadership and management capabilities; Strategic capabilities; Financial Management skills; Planning and

- organising skills; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. PM Seletedi Tel No: (018) 397 7088/ 7106  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: [Doj24-30-NW@justice.gov.za](mailto:Doj24-30-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 44/15** : **DEPUTY DIRECTOR: CONTRACT AND SUPPLIER PERFORMANCE MANAGEMENT REF NO:24/10/FMS**  
(This is a re-advertisement: applicants who previously applied are encouraged to re-apply as the requirement changed)
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: An NQF level 7 qualification as recognize by SAQA in Supply Chain Management, BCom Law; Public Procurement Management or equivalent qualification; A minimum of 3 years' experience in Contract Management environment at management (Assistant Director) level; Knowledge of Supply Chain Management (SCM) regulatory framework, Contract Law, Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act, State Information Technology Act (SITA), Construction Industry Development Board (CIDB) and National Treasury prescript. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Provide supplier performance management services; Manage and enforce procurement contract processes to ensure compliance with the Contract Management framework; Manage contract management risk; Manage the functional operation of the Contracts and Supplier Performance Management Sub-directorate; Manage human, finance and other resources.
- ENQUIRIES APPLICATIONS** : Ms A Van Ross Tel No: (012) 315 1094  
: Quoting the relevant reference number, direct your application to: Postal address: The Human 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 email to [DOJ24-10-FMS@justice.gov.za](mailto:DOJ24-10-FMS@justice.gov.za)
- POST 44/16** : **DEPUTY DIRECTOR: CONSTITUTIONAL RESEARCH AND REVIEW REF NO: 24/84/CD**
- SALARY** : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: An undergraduate qualification (NQF level 7) in Humanities/Social and Political Sciences as recognized by SAQA; A minimum of 3 years' experience in research environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act (PFMA); Knowledge of prescripts, Act and Regulations within the Justice and Constitutional Development area; Understanding of human Rights development, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate and facilitate research on matters relating to constitutional democracy, fundamental human rights and constitutional values; Conduct and facilitate the constitutional research and review process; Coordinate

		and facilitate an enabling environment for research and review in government; Coordinate stakeholder research and review platforms; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M.D Modibane Tel No: (012) 315 1668 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to <a href="mailto:DOJ24-84-CD@justice.gov.za">DOJ24-84-CD@justice.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to women and people with disability.
<b><u>POST 44/17</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: 24/ 29/GP</u></b>
<b><u>SALARY</u></b>	:	R556 356 – R1 314 666 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office Gauteng An LLB degree or equivalent qualification; At least 8 years' appropriate post qualification legal/Litigation experience; Knowledge of South African Legal System; legal practices and related spheres with specific reference in civil litigation and the law of contract, Knowledge of criminal procedures, practices and court rules; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Public Finance Management Act, Treasury Regulations, Financial Instructions and State Liability Act; Knowledge and experience of the judicial system and functions of the court; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Computer literacy; Excellent Communication (Verbal and Written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail; Good filling skills; Report writing skills; Research ability; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the vetting of contracts and provide legal advice and opinions relating to contracts; Manage the process of dealing with and managing Labour Litigation matter; Manage out of service debt; Manage and process losses in respect of State money and property; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Moabelo Tel No: (011) 332 9000 Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or E-mail to: <a href="mailto:DOJ2024-29-GP@@@justice.gov.za">DOJ2024-29-GP@@@justice.gov.za</a>
<b><u>POST 44/18</u></b>	:	<b><u>COURT MANAGER (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R552 081 – R650 322 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Lehurutshe Magistrate Court Ref No: 24/VA31/NW Coligny Magistrate Court Ref No: 24/VA35/NW Lichtenburg Magistrate Court Ref No: 24/VA36/NW (Incumbent To be stationed at Schweizer-Reneke Magistrate Court) Magistrate's Office: Thaba Nchu Ref No: DOJ24/15/FS Colesburg Magistrate Office Ref No: 77/24/NC/COL
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/ Degree qualification (NQF Level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies of field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act(PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's licence. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

<b><u>DUTIES</u></b>	: Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management. : Key Performance Areas: Coordinate and manage the financial, human resources of the office; risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and Manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	: North West: Ms. PM Seletedi Tel No: (018) 397 7088/7106. : Free State: Ms. N Dywili Tel No: (051) 407 1800/073 775 0709 : Northern Cape: Ms S. Segopa Tel No: (053) 802 1300
<b><u>APPLICATIONS</u></b>	: <b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Lehurutshe Magistrate Court Email: <a href="mailto:Doj24-31-NW@justice.gov.za">Doj24-31-NW@justice.gov.za</a> : Coligny Magistrate Court Email: <a href="mailto:Doj24-35-NW@justice.gov.za">Doj24-35-NW@justice.gov.za</a> : Lichtenburg Magistrate Court Email: <a href="mailto:Doj24-36-NW@justice.gov.za">Doj24-36-NW@justice.gov.za</a> , or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 : <b>Free State:</b> Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 Email: <a href="mailto:DOJ24-15-FS@justice.gov.za">DOJ24-15-FS@justice.gov.za</a> or hand deliver to Physical Address: 108 St Andrew Street, Bloemfontein, 9300. : <b>Northern Cape:</b> 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 email to <a href="mailto:DOJ24-77-NC@justice.gov.za">DOJ24-77-NC@justice.gov.za</a>
<b><u>NOTE</u></b>	: Separate application must be made quoting the relevant reference number
<b><u>POST 44/19</u></b>	: <b><u>ASSISTANT DIRECTOR: TRC VICTIM SUPPORT COORDINATION REF NO: 24/82/CD</u></b>
<b><u>SALARY</u></b>	: R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 7) in LLB/Political Science/Social Science as recognized by SAQA; A minimum of 3 years' experience in a Social cohesion or Human Rights redress environment; Knowledge of the Constitution of South Africa, Public Financial Management Act and other government prescripts; knowledge of Promotion of National Unity and Reconciliation Act and the Reparations Regulations; Understanding of Human Rights development. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<b><u>DUTIES</u></b>	: Key Performance Areas: Facilitate the implementation of reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Facilitate the development and implementation of all TRC reparations and awareness programmes; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	: Ms. M. Modibane Tel No: (012) 315 1668
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to <a href="mailto:DOJ24-82-CD@justice.gov.za">DOJ24-82-CD@justice.gov.za</a>

- POST 44/20** : **ASSISTANT DIRECTOR HRM: TRAINING AND DEVELOPMENT REF NO: 24/VA21/NW**
- SALARY** : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North-West Provincial Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years experience in Human Resource Development work environment at a supervisory level. Skills and Competencies: Personal attributes; Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership; Computer literacy; Facilitation/ presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development of employees; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms PM Seletedi Tel No: (018) 397 7088/ 7106  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: [Doj24-21-NW@justice.gov.za](mailto:Doj24-21-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- POST 44/21** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER REF NO: 2024/30/GP**
- SALARY** : R444 036 - R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng (Randburg Cluster)
- REQUIREMENTS** : A Bachelor's Degree/ National Diploma in Finance/ Accounting or equivalent; At least three years' experience in a financial environment; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies. Knowledge and practical experience of BAS, Supply Chain Management and budgeting process within government. Skills and Competencies: Computer literacy; Proven managerial skills; Verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime, if required; Facilitation, people, motivational and driving skills; Finance Management.
- DUTIES** : Key Performance Areas: Identify financial problems and risks by compliance assessments and report findings; Define and introduce financial control, procedure and methods towards sustaining a NAQ status; Identify training needs and ensure that capacity building is in line with identified needs; Facilitate financial capacity building interventions; Monitor and render support with cluster's monthly reconciliation of third party funds; Monitor audit recommendations and action plan to ensure compliance; Monitoring and report on effective supply chain and asset management processes within the cluster.
- ENQUIRIES APPLICATIONS** : Ms RR Moabelo Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or Email to: [DOJ2024-30-GP@justice.gov.za](mailto:DOJ2024-30-GP@justice.gov.za)
- POST 44/22** : **ASSISTANT DIRECTOR: RECRUITMENT AND APPOINTMENT REF NO: 2024/31/GP**
- SALARY** : R444 036 -R532 602 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office: Gauteng
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organisational Psychology; A minimum of 3 years' experience in human resource administration with a specific emphasis on

		Recruitment and Employment Practice work environment at a supervisory level. Skills and Competencies: Applied strategic thinking; Applying technology; Budget and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate the administration of recruitment process of human resources; Coordinate the implementation of selection processes for human resources; Coordinate the administration of human resources appointment and exit Processes; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms. RR Moabelo Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or Email: <a href="mailto:DOJ2024-31-GP@justice.gov.za">DOJ2024-31-GP@justice.gov.za</a>
<b><u>POST 44/23</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: 24/VA10/NW (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Madikwe Magistrate Court Ref No: 24/VA10/NW Hanover Magistrate office Ref No: 78/24/NC/HAN Vossman Magistrate Office Ref No: 2024/30/MP Magistrate Office, Bredasdorp Ref No: 44/2024/WC
<b><u>REQUIREMENTS</u></b>	:	Three year National Diploma/Bachelor's degree in Public Administration/ Management or equivalent; Three years administration experience; knowledge of Human Resources 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); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: Computer literacy (Microsoft packages); Organising and problem solving skills; Sound Leadership and management skills; Good interpersonal relations; People Management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co – ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain Management of the office; 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 to ensure delivery of services.
<b><u>ENQUIRIES</u></b>	:	North-West Ms. PM Seletedi Tel No: (018) 397 7088/7106 Northern Cape: Ms S. Segopa Tel No: (053) 8021300 Mpumalanga: MS KN Zwane at 060 532 2006 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	<b>North-West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: <a href="mailto:Doj24-10-NW@justice.gov.za">Doj24-10-NW@justice.gov.za</a> or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. <b>Northern Cape:</b> Quoting the relevant reference number, direct your application to: 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 email to <a href="mailto:DOJ24-78-NC@justice.gov.za">DOJ24-78-NC@justice.gov.za</a> . <b>Mpumalanga:</b> 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 email to <a href="mailto:DOJ24-30-MP@justice.gov.za">DOJ24-30-MP@justice.gov.za</a> <b>Western Cape:</b> Please direct your applications to: The Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to <a href="mailto:DOJ24-44-WC@justice.gov.za">DOJ24-44-WC@justice.gov.za</a>
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.



<b><u>POST 44/24</u></b>	<b><u>COURT INTERMEDIARY (X9 POSTS)</u></b>
<b><u>SALARY</u></b>	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	Provincial Office: Gauteng Ref No: 2024/24/GP Magistrate Tembisa Ref No: 2024/25/GP Magistrate Tsakane Ref No: 2024/26/GP Magistrate Benoni Ref No: 2024/27/GP Magistrate Oberholzer Ref No: 2024/28/GP Magistrate’s Offices: Harrismith Ref No: DOJ24/19/FS Magistrate Office: Colesburg Ref No: 82/24/NC/COL Magistrate office: Galeshewe Ref No: 83/24/NC/GAL Magistrate Office: Clanwilliam Ref No: 38/2024/WC
<b><u>REQUIREMENTS</u></b>	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years’ working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages: Provincial Office, Gauteng: English, Sepedi and Venda; Magistrate Tembisa: English, Venda and Tsonga; Magistrate Tsakane: English, Xhosa and Zulu; Magistrate Benoni and Magistrate Oberholzer: English and Afrikaans; Magistrate’s Offices: Harrismith: English, Sesotho, IsiZulu and IsiXhosa; Magistrate Colesburg; English, Afrikaans and Sesotho; Magistrate Galwshewe; English, Afrikaans, Setswana and Xhosa; Magistrate Clanwilliam; English, Afrikaans and IsiXhosa. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<b><u>DUTIES</u></b>	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<b><u>ENQUIRIES</u></b>	Gauteng: Ms RR Moabelo Tel No: (011) 332 9000 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr L A Swartz Tel No: (053) 802 1300 Western Cape: Mr D Xegwana Tel No: (022) 482 1121
<b><u>APPLICATIONS</u></b>	<b>Gauteng:</b> Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or EMAIL TO: <a href="mailto:DOJ2024-24-GP@justice.gov.za">DOJ2024-24-GP@justice.gov.za</a> , <a href="mailto:DOJ2024-25-GP@justice.gov.za">DOJ2024-25-GP@justice.gov.za</a> , <a href="mailto:DOJ2024-26-GP@justice.gov.za">DOJ2024-26-GP@justice.gov.za</a> , <a href="mailto:DOJ2024-27-GP@justice.gov.za">DOJ2024-27-GP@justice.gov.za</a> and <a href="mailto:DOJ2024-28-GP@justice.gov.za">DOJ2024-28-GP@justice.gov.za</a> <b>Free State:</b> Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300, Email: <a href="mailto:DOJ24-19-FS@justice.gov.za">DOJ24-19-FS@justice.gov.za</a> OR hand deliver at No 108 St Andrew Street, Bloemfontein <b>Northern Cape:</b> 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 email to [DOJ24-82-NC@justice.gov.za](mailto:DOJ24-82-NC@justice.gov.za) and [DOJ24-83-NC@justice.gov.za](mailto:DOJ24-83-NC@justice.gov.za).

**Western Cape:** Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor; Norton Rose House, Cape Town or email to [DOJ24-38-WC@justice.gov.za](mailto:DOJ24-38-WC@justice.gov.za) For Attention: Ms P Paraffin

<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.
<b><u>POST 44/25</u></b>	:	<b><u>PRINCIPAL COURT INTERPRETER (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Johannesburg Ref No: 2024/32/GP (X1 Post) Magistrate Pretoria Ref No: 2024/33/GP (X1 Post) Magistrate Office Welkom Ref No: 24/24/FS (X1 Post) Magistrate Office; Atlantis Ref No:40/2024/WC (X1 Post) Magistrate Office: Caledon Ref No:42/2024/WC (X1 Post) Magistrate Office: Wynberg Ref No:43/2024/WC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with a minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license. Language requirements: Magistrate Johannesburg: English, IsiZulu and Setswana and Magistrate Pretoria: English, Afrikaans, Xitsonga, Setswana/Sepedi/Sesotho and Isizulu; Magistrate Welkom: Sesotho, Setswana, IsiXhosa, English and Afrikaans; Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in court of Law (Civil, Criminal matters and Small Claim court; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA. Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 Free State: Ms N Dywili Tel No: (051) 407 1800/073 775 0709 Cape Town: Mr H Konkie Tel No: (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg. E-Mail Address: <a href="mailto:DOJ2024-32-GP@justice.gov.za">DOJ2024-32-GP@justice.gov.za</a> and <a href="mailto:DOJ2024-33-GP@justice.gov.za">DOJ2024-33-GP@justice.gov.za</a> <b>Free State:</b> Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein, 9300, Email: <a href="mailto:DOJ24-24-FS@justice.gov.za">DOJ24-24-FS@justice.gov.za</a> or hand deliver at No 108 St Andrew Street, Bloemfontein <b>Western Cape:</b> Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to: <a href="mailto:DOJ24-40-WC@justice.gov.za">DOJ24-40-WC@justice.gov.za</a> for Atlantis, <a href="mailto:DOJ24-42-WC@justice.gov.za">DOJ24-42-WC@justice.gov.za</a> for Caledon <a href="mailto:DOJ24-43-WC@justice.gov.za">DOJ24-43-WC@justice.gov.za</a> for Wynberg. Please Note: Separate application must be made per centre and quoting the relevant reference number. For Attention: Ms P Paraffin
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.
<b><u>POST 44/26</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: CONDITION OF SERVICES REF NO: 2024/35/GP (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office: Gauteng
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/Public Service Administration/ Industrial and Organisational Psychology; A minimum of 1 year experience in Human Resource

		Conditions of Services work environment; Knowledge of human resource administration; Knowledge of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations and Treasury Regulations. Skills and Competencies: Computer literacy; Creative and thinking; Citizen service orientation; Decision making; Diversity citizen; Good communication (verbal and written); Reports writing skills; Problem solving skills; Self-Management; Team membership; Technical proficiency; Personal attribute.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implementation of general condition of service and service benefits; Develop and maintain HR System; Leave administration; Capture Appointments/ Transfers/ Promotions/ Terminations; Customer liaison and reporting.
<b><u>ENQUIRIES</u></b>	:	Ms. RR Moabelo Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Email: <a href="mailto:DOJ2024-35-GP@justice.gov.za">DOJ2024-35-GP@justice.gov.za</a>
<b><u>POST 44/27</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 -R362 994 per annum. The successful candidate will be required to sign a Performance agreement.
<b><u>CENTRE</u></b>	:	Mankwe Magistrate Court Ref No: 24/VA14/NW Magistrate Soshanguve Ref No: 2024/19/GP Magistrate Tembisa Ref No: 2024/20/GP Magistrate Booyens Ref No: 2024/21/GP Magistrate Randburg Ref No:2024/22/GP Magistrate Atteridgeville Ref No: 2024/23/GP Kimberley Magistrate Office Ref No: 81/24/NC/KIM Magistrate Office, Oudtshoorn Ref No: 36/2024/WC
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification: Relevant Administrative Experience in Family Law Matters; Knowledge of the Maintenance Act (Act Of 99 Of 1998); A valid drivers license; Skills and Competencies: Computer literacy (Ms Office); Numeracy skills; Communication skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and processes in simple language; Time management; Facilitation skills; Innovation; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Serve Maintenance Summons, Subpoenas, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under Oath; Render Administrative support to the Office.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 North-West: Ms. PM Seletedi Tel No: (018) 397 7088/7106 Northern Cape: Mr R. Motlekar Tel No: (053) 802 1300 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> Quoting the Relevant Reference Number, Direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical Address: Department of Justice and Constitutional Development; 7th Floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or Email to <a href="mailto:DOJ2024-19-GP@justice.gov.za">DOJ2024-19-GP@justice.gov.za</a> , <a href="mailto:DOJ2024-20-GP@justice.gov.za">DOJ2024-20-GP@justice.gov.za</a> , <a href="mailto:DOJ2024-21-GP@justice.gov.za">DOJ2024-21-GP@justice.gov.za</a> , <a href="mailto:DOJ2024-22-GP@justice.gov.za">DOJ2024-22-GP@justice.gov.za</a> and <a href="mailto:DOJ2024-23-GP@justice.gov.za">DOJ2024-23-GP@justice.gov.za</a> . <b>North-West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: <a href="mailto:Doj24-14-NW@justice.gov.za">Doj24-14-NW@justice.gov.za</a> or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. <b>Northern Cape:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings, (Magistrates Court) Cnr of Knight and Stead Streets, 7th floor, Kimberley, 8301 or email to <a href="mailto:DOJ24-81-NC@justice.gov.za">DOJ24-81-NC@justice.gov.za</a>

**Western Cape:** Quoting the relevant reference number, direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to [DOJ24-36-WC@justice.gov.za](mailto:DOJ24-36-WC@justice.gov.za)

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

**POST 44/28** : **SENIOR COURT INTERPRETER (X4 POSTS)**

**SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Klerksdorp Magistrate Court Ref No: 24/VA12/NW (X1 Post)  
Magistrate Office: Vrede and Bethlehem Ref No: DOJ24/16/FS (X2 Posts)  
Magistrate Office, De Aar Ref No: 84/24/NC/DA: (X1 Post)

**REQUIREMENTS** : A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting, A valid drivers's licence. Language Proficiency: Magistrate: Vrede and Bethlehem: English, Sesotho, IsiZulu and Afrikaans, Magistrate Klerksdorp; Setswana, English or IsiZulu or IsiXhosa or Afrikaans; Applicants will be subjected to a language test. Magistrate: De Aar: Language Requirements: English, Afrikaans and Setswana are compulsory. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.

**ENQUIRIES** : North West: Ms. PM Seletedi Tel No: (018) 397 7088/ 7106  
Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709  
Northern Cape: Mr M. Mokgola Tel No: (053) 802 1300

**APPLICATIONS** : **North-West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: [Doj24-12-NW@justice.gov.za](mailto:Doj24-12-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng,2745.

**Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300, Email: [DOJ24-16-FS@justice.gov.za](mailto:DOJ24-16-FS@justice.gov.za) and [DOJ24-17-FS@justice.gov.za](mailto:DOJ24-17-FS@justice.gov.za) OR hand deliver at No 108 St Andrew Street, Bloemfontein.

**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 email to [DOJ24-84-NC@justice.gov.za](mailto:DOJ24-84-NC@justice.gov.za). Faxed applications will not be considered.

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

**POST 44/29** : **PROVISIONING ADMINISTRATION OFFICER REF NO: 24/VA17/NW**

**SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Provincial Office: North-West

**REQUIREMENTS** : Grade 12 or equivalent qualification; Three-year Bachelor's degree/National Diploma in Public Management/ Administration; A minimum of three (03) years appropriate experience in Government procurement systems, provisioning and office Services: supply chain management or purchasing; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Microsoft packages); Good interpersonal relations; Understanding of codified instructions, DFI and other related prescripts; Ability to work under pressure and deliver according to tight deadline; Customer service;

- Proven managerial and leadership skills; Accuracy and attention to detail; Project management.
- DUTIES** : Key Performance Areas: Manage transcription services in the Region; Compile monthly reports; Manage Projects; Complain management; Manage Service delivery improvement program; Render efficient and effective support to courts; Draft memoranda submissions and reports; Compile statistics to show performance and trends; Render administrative support to the directorate; Issue suppliers by checking the requisition form for completeness; Introduce internal control measures in the section; Make entries into all kinds applicable documents, registers, charts and books in order to determine the stock levels and to replenish stock; Manage the inventory of the office furniture, equipment and stationery of the directorate; Ensure suppliers are registered on the database; Perform any other duties necessary to ensure smooth running of the office.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: [Doj24-17-NW@justice.gov.za](mailto:Doj24-17-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 44/30** : **CHIEF ADMINISTRATION CLERK REF NO: 24/VA11/NW**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Odi Provincial Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; Three years relevant experience in the Court Environment. Skills and Competencies: Computer literacy (Microsoft packages); Good analytical skills; Communication skills (verbal and written); Team work; Good interpersonal relations; Action orientation; Planning and organizing skills; Flexibility; Adaptability; Numerical skills.
- DUTIES** : 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; Provide effective people management.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: [Doj24-11-NW@justice.gov.za](mailto:Doj24-11-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.
- POST 44/31** : **MAINTENANCE OFFICER: MR3 – MR 5 (X3 POSTS)**
- SALARY** : R307 659 – R625 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Stilfontein Magistrate Court Ref No: 24/VA13/NW  
Wolmaranstad Magistrate Court Ref No: 24/VA20/NW  
Brits Magistrate Court Ref No: 24/VA37/NW
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized legal qualification; At least 2 years' post qualification legal experience; Knowledge of Maintenance Act; Understanding of all services and procedure in the area of Maintenance; Proficiency in the following languages; Setswana, Afrikaans and English; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and ability to work under pressurized environment.
- DUTIES** : Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Provide effective people management to the Family Law Section and Maintenance Investigator.
- ENQUIRIES** : Ms. PM Seletedi Tel No: (018) 397 7088/7106

- APPLICATIONS** : Quoting The Relevant Reference Number, Direct Your Application To: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: Stilfontein Magistrate Court [Doj24-13-Nw@Justice.Gov.Za](mailto:Doj24-13-Nw@Justice.Gov.Za); Wolmaranstad Magistrate Court [Doj20-13-Nw@Justice.Gov.Za](mailto:Doj20-13-Nw@Justice.Gov.Za) and Brits Magistrate Court [Doj24-37-Nw@Justice.Gov.Za](mailto:Doj24-37-Nw@Justice.Gov.Za) Or Hand Deliver It At 22 Molopo Road, Ayob Gardens, Mafikeng.2745.
- NOTE** : Separate application must be made quoting the relevant reference number.
- POTS 44/32** : **REGISTRAR (MR1 – MR5) (X2 POSTS)**
- SALARY** : R239 673 – R1 053 387 per annum, (Salary will be accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Johannesburg Ref No: 2024/34/GP  
Office of the Regional Court President Ref No: 87/24/NC/KIM
- REQUIREMENTS** : An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license; Skills and Competencies: Co-ordinate Case Flow Management Support Service to the Judiciary and prosecution at Provincial level; Process and issue judgements by default; Issue court orders, procedures and practices and costs periodically; Manage court information relating to civil and criminal section and all case records; Manage tax legal bills of costs and attend to the review which may follow from such taxation; Provide guidance regarding annotation of relevant publications, codes, acts and rules; Co-ordinate written and respond to correspondence; Provide effective people management
- ENQUIRIES** : Gauteng: Ms R Moabelo Tel No: (011) 332 9000  
Northern Cape: Mr L A Swartz Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg, E-Mail Address: [DOJ2024-34-GP@justice.gov.za](mailto:DOJ2024-34-GP@justice.gov.za)  
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 email to [DOJ24-87-NC@justice.gov.za](mailto:DOJ24-87-NC@justice.gov.za).
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 44/33** : **MAINTENANCE OFFICER MR1- MR5 (X7 POSTS)**
- SALARY** : R239 673 - R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Nigel Ref No: 2024/15/GP  
Magistrate Springs Ref No: 2024/16/GP  
Magistrate Tembisa Ref No: 2024/17/GP  
Magistrate Palmridge Ref No: 2024/18/GP  
Springbok Magistrate office (Will serve Garies, Port Nolloth and Pofadder) Ref No: 79/24/NC/SPR  
Kudumane Magistrate Office, (Will serve Hartswater, Warrenton and Jan Kempdorp) Ref No: 80/24/NC/KUD  
Magistrate Office, Hermanus Ref No: 39/2024/WC
- REQUIREMENTS** : An LLB Degree or a four (4) recognized years legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail. Magistrate Nigel: English, Isizulu, Xhosa and Sesotho; Magistrate Springs: English, Isizulu, Afrikaans and Sesotho; Magistrate Thembisa: English, Xitsonga, Tshivhenda and Sepedi; Magistrate Palmridge: English, Sesotho and Xhosa.

- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their function; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; compile statistics.
- ENQUIRIES** : Gauteng: Ms. RR Moabelo Tel No: (011) 332 9000  
Northern Cape: Mr R. Motlekar Tel No: (053) 802 1300  
Western Cape: Mr A Lupondwana Tel No: (021) 859 4461
- APPLICATIONS** : **Gauteng:** Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg. EMAIL: [VShiburi@justice.gov.za](mailto:VShiburi@justice.gov.za), or [DOJ2024-15-GP@justice.gov.za](mailto:DOJ2024-15-GP@justice.gov.za), [DOJ2024-16-GP@justice.gov.za](mailto:DOJ2024-16-GP@justice.gov.za), [DOJ2024-17-GP@justice.gov.za](mailto:DOJ2024-17-GP@justice.gov.za), [DOJ2024-18-GP@justice.gov.za](mailto:DOJ2024-18-GP@justice.gov.za)  
**Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6106, Kimberley, 8300 or hand deliver at the New Public Buildings, (Magistrates Court) Cnr of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR email to [DOJ24-79-NC@justice.gov.za](mailto:DOJ24-79-NC@justice.gov.za) and [DOJ24-80-NC@justice.gov.za](mailto:DOJ24-80-NC@justice.gov.za).  
**Western Cape:** Please direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to [DOJ24-39-WC@justice.gov.za](mailto:DOJ24-39-WC@justice.gov.za)
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 44/34** : **COURT INTERPRETER (X18 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Palmridge Magistrate Ref No: 2024/12/GP (X1 Post)  
Palmridge Magistrate Ref No: 2024/13/GP (X1 Post)  
Palmridge Magistrate Ref No: 2024/14/GP (X1 Post)  
Diepsloot Magistrate Ref No: 2024/36/GP (X1 Post)  
Randburg Magistrate Ref No: 2024/37/GP (X1 Post)  
Randburg Magistrate Ref No: 2024/38/GP (X1 Post)  
Wolmaranstad Magistrate Ref No: 24/VA23/NW (X2 Posts)  
Klerksdorp Magistrate Ref No: 24/VA25/NW (X1 Post)  
Kgomotso Magistrate Ref No: 24/VA26/NW (X1 Post)  
Orkney Magistrate Ref No: 24/VA27/NW (X1 Post)  
Magistrate Office: Harrismith Ref No: DOJ24/22/FS (X1 Post)  
Magistrate Office: Winnie Mandela (Brandfort) Ref No: DOJ24/17/FS (X1 Post)  
Keimoes Magistrate Ref No: 85/24/NC/KEI (X1 Post)  
Upington Magistrate Ref No: 86/24/NC/UPT (X1 Post)  
Atlantis Magistrate Ref No: 29/2024/WC (X1 Post)  
Calitzdorp Magistrate Ref No: 30//2024/WC (X1 Post)  
Wynberg Offices Ref No: 32/2024/WC (X1 Post)
- REQUIREMENTS** : NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: Palmridge Magistrate: English and Afrikaans; Palmridge Magistrate: English and Setswana; Palmridge Magistrate: English and Xhosa; Diepsloot Magistrate: English, Xitsonga and Tshivenda; Randburg Magistrate: English, IsiXhosa and IsiZulu ; Randburg Magistrate: English, Sesotho and Setswana; Diepsloot Magistrate: English, Xitsonga and Tshivenda; Randburg Magistrate: English, IsiXhosa, IsiZulu; Sesotho or Setswana; Wolmaranstad Magistrate: Setswana, English, isiZulu or Afrikaans; Klerksdorp Magistrate, Kgomotso Magistrate and Orkney Magistrate: Setswana ,English, isiZulu or IsiXhosa; Harrismith: English, Sesotho, IsiZulu Afrikaans; Winnie Mandela (Brandfort): English, Sesotho, IsiXhosa and Afrikaans; Keimoes Magistrate and Upington Magistrate: Afrikaans, English & Setswana is compulsory. Three months Practical experience will be an added advantage; Drivers license will be an added advantage. Skills and Competencies: Good communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy;

		Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms R Moabelo Tel No: (011) 332 9000 North-West: Ms. PM Seletedi Tel No: (018) 397 7088/ 7106 Free State: Ms NM Dywili Tel No: (051) 407 1800/ 073 775 0709 Northern Cape: Mr N. Leshage Tel No: (053) 802 1300 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	<b>Gauteng:</b> Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or email to <a href="mailto:DOJ2024-12-GP@justice.gov.za">DOJ2024-12-GP@justice.gov.za</a> or <a href="mailto:DOJ2024-13-GP@justice.gov.za">DOJ2024-13-GP@justice.gov.za</a> or <a href="mailto:DOJ2024-14-GP@justice.gov.za">DOJ2024-14-GP@justice.gov.za</a> or <a href="mailto:DOJ2024-36-GP@justice.gov.za">DOJ2024-36-GP@justice.gov.za</a> or <a href="mailto:DOJ2024-37@justice.gov.za">DOJ2024-37@justice.gov.za</a> or <a href="mailto:DOJ2024-38-GP@justice.gov.za">DOJ2024-38-GP@justice.gov.za</a> <b>North West:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735. Email: <a href="mailto:Doj24-23-NW@justice.gov.za">Doj24-23-NW@justice.gov.za</a> / <a href="mailto:Doj24-25-NW@justice.gov.za">Doj24-25-NW@justice.gov.za</a> / <a href="mailto:Doj24-26-NW@justice.gov.za">Doj24-26-NW@justice.gov.za</a> / <a href="mailto:Doj24-27-NW@justice.gov.za">Doj24-27-NW@justice.gov.za</a> or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.2745. <b>Free State:</b> Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300, Email: <a href="mailto:DOJ24-22-FS@justice.gov.za">DOJ24-22-FS@justice.gov.za</a> and <a href="mailto:DOJ24-17-FS@justice.gov.za">DOJ24-17-FS@justice.gov.za</a> OR hand deliver at No 108 St Andrew Street, Bloemfontein <b>Northern Cape:</b> 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 email to <a href="mailto:DOJ24-85-NC@justice.gov.za">DOJ24-85-NC@justice.gov.za</a> and <a href="mailto:DOJ24-86-NC@justice.gov.za">DOJ24-86-NC@justice.gov.za</a> . <b>Western Cape:</b> Please direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or email to: <a href="mailto:DOJ24-29-WC@justice.gov.za">DOJ24-29-WC@justice.gov.za</a> for Atlantis <a href="mailto:DOJ24-30-WC@justice.gov.za">DOJ24-30-WC@justice.gov.za</a> for Calitzdorp <a href="mailto:DOJ24-32-WC@justice.gov.za">DOJ24-32-WC@justice.gov.za</a> for Wynberg.
<b><u>POST 44/35</u></b>	:	<b><u>LEGAL ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 24/VA22/NW</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Provincial Office: North-West
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing; Attention to detail; Interpersonal relation
<b><u>DUTIES</u></b>	:	Key Performance Areas: Processing of applications for appointment of Commissioner's of Oath applications and prepare memorandum for appointments; Process applications for expungements of criminal records (section 271B (1) of the criminal procedure Act. 1977(act no 51 of 1977) form A, form B and form C; Assist /coordinate LGBTIQ+ meetings which include – provincial task team, Rapid response team; Process applications for Justice of peace and pardon to the president as prescribed; Render general administrative services to the Legal directorate; Provide secretariat/receptionist support services to the Legal directorate; Liaise with other departments and communities on programmes around crime prevention; Assist with NRSO administration and capturing; Attend to walk ins and refer to the relevant office; Initiate , plan, implement and conduct community awareness campaign.
<b><u>ENQUIRIES</u></b>	:	Ms PM Seletedi Tel No: (018) 397 7088/ 7106



**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. Email: [Doj24-22-NW@justice.gov.za](mailto:Doj24-22-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.

**POST 44/36** : **ADMINISTRATION CLERK (X6 POSTS)**

**SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Orkney Magistrate Court Ref No: 24/VA09/NW  
 Bushbuckridge Magistrate Office Ref No: 2024/29/MP  
 Magistrate Offices: Caledon Ref No: 10/2024/WC  
 Magistrate Office: Goodwood Ref No: 14/2024/WC  
 Magistrate Office: Swellendam Ref No: 22/2024/WC  
 Magistrate Office: Wynberg Ref No: 25/2024/WC

**REQUIREMENTS** : A Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.

**DUTIES** : Key Performance Areas: Render general clerical support services; Provide the financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

**ENQUIRIES** : North-West: Ms PM Seletedi Tel No: (018) 397 7088/ 7106.  
 Mpumalanga: Mr TV Mavundla at 078 802 0741  
 Western Cape: Ms P Paraffin Tel No: (021) 462 5471

**APPLICATIONS** : **North-West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Email: [Doj24-09-NW@justice.gov.za](mailto:Doj24-09-NW@justice.gov.za) or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745.  
**Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre, 5th Floor Building, Nelspruit, 1200 Or email to [DOJ24-29-MP@justice.gov.za](mailto:DOJ24-29-MP@justice.gov.za).  
**Western Cape:** Quoting the relevant reference number, direct your applications to: The Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or email to: [DOJ24-10-WC@justice.gov.za](mailto:DOJ24-10-WC@justice.gov.za)  
 Caledon, [DOJ24-14-WC@justice.gov.za](mailto:DOJ24-14-WC@justice.gov.za)  
 Goodwood, [DOJ24-22-WC@justice.gov.za](mailto:DOJ24-22-WC@justice.gov.za)  
 Swellendam and [DOJ24-25-WC@justice.gov.za](mailto:DOJ24-25-WC@justice.gov.za) for Wynberg.

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

**POST 44/37** : **ADMINISTRATION CLERK: PARTICIPATORY DEMOCRACY REF NO: 24/85/CD**

**SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria

**REQUIREMENTS** : Grade 12 certificate or equivalent; Skills and Competencies: Communication skills (verbal & written); Interpersonal relations; Computer literacy; Numerical skills; Ability to work under pressure and be self-motivated.

**DUTIES** : Key Performance Areas: Render general clerical support services; Provide financial administration support services in the component; Keep and maintain personnel records in the component; Provide supply chain clerical support services within the component; Provide various administrative duties.

**ENQUIRIES** : Ms M.D Modibane Tel No: (012) 315 1668

**APPLICATIONS** : 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 email to [DOJ24-85-CD@justice.gov.za](mailto:DOJ24-85-CD@justice.gov.za)

**POST 44/38** : **ADMINISTRATION CLERK: TRUTH AND RECONCILIATION UNIT REF NO: 24/81/CD (X4 POSTS)**

**SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office; Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy; Creative thinking; Customers service orientation; Problem analysis; Self - management; Team membership; Technical proficiency; Planning and organizing; Communication skills (verbal and written).

**DUTIES** : Key Performance Areas: Render general clerical support services; Administer documents and validate the data; Engage with stakeholders for verification and finalization of information.

**ENQUIRIES** : Ms. M. Modibane Tel No: (012) 315 1668

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to [DOJ24-81-CD@justice.gov.za](mailto:DOJ24-81-CD@justice.gov.za)

## DEPARTMENT OF MILITARY VETERANS

*The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (Race, Gender and Disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. Email Address: E-mailed applications will be accepted: [Hra@dmv.gov.za](mailto:Hra@dmv.gov.za)
- FOR ATTENTION** : All enquiries should be directed to: Ms Lerato Sono Tel No: (012) 765 9493/9314
- CLOSING DATE** : 20 December 2024 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) posts, a Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG), is a requirement for SMS appointment posts. 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>. All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. 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. Applicants who previously applied are encouraged to re-apply.

## MANAGEMENT ECHELON

- POST 44/39** : **DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV01/11/2024**  
(five (5) year fixed term contract)
- SALARY** : R2 259 984 – R2 545 854 per annum (Level 16), (an all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

**CENTRE  
REQUIREMENTS**

: Pretoria  
: A senior Certificate, appropriate postgraduate qualification in Public Administration, Public Management or Social Services or relevant post graduate qualifications (NQF level 8) as recognised by SAQA. 10 years of relevant experience at a senior management level. The candidate must have executive management experience and experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the Constitution, Public Service Act, 1994, Public Finance Management Act, 1999, and the National Development Plan, Deep knowledge of relevant Government legislation, policies, and priorities, Ability to interpret and apply policies and legislations. People Management and Empowerment. Financial management, Project and Programme Management and Change management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical at macro as well as micro level, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management, and strategic thinking.

**DUTIES**

:  
: Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of ,and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Monitor that the DMV adheres to the provisions of the government's regulatory prescripts, Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements ( SLA's) , Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Provide strategic direction and guidance on the provision of Military Veterans socio economic support services; research and policy services; beneficiary support services; provision and coordination of housing, pension, compensation and healthcare, wellness support services benefits for Military Veterans. Guide and direct efficient and effective delivery of Military Veterans empowerment and stakeholder management programmes as well as oversee the implementation of Military Veteran's Skills development and empowerment programmes. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister Defence and Military Veterans for in line with the mandate of the Minister. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, implementation of government policies and legislative compliance. Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts for financial management, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry, Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions, Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations:

Participate and represent the department in various fora, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the relevant Government Clusters and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister. Manage the performance of staff reporting directly to the Director-General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director-General, Manage the Personal Development of staff and assess performance in line with the Performance Management and Development System.

**ENQUIRIES**

: Mr P.J Sengwane Tel No: (012) 765 9358

**NATIONAL SCHOOL OF GOVERNMENT**

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



- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or use the link provided, (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically. Email to [Recruitment.MMS2@thensg.gov.za](mailto:Recruitment.MMS2@thensg.gov.za), or use the link here or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 For Attention and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 13 December 2024
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

**OTHER POST**

- POST 44/40** : **ASSISTANT DIRECTOR: DEBTORS MANAGEMENT REF NO: NSG 20/2024**
- SALARY** : R444 036 per annum (Level 09), plus competitive benefits cost to company
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma/ Bachelor's degree or equivalent (NQF level 6) in the field of Financial Accounting or Management Accounting. Experience: Minimum of three (3) years relevant experience in financial management, including supervisory experience. Knowledge Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Treasury Regulations, and SCM Practice Notes. Preferential Procurement Policy Framework Act and Broad-Based Black Economic Empowerment. In-depth knowledge of public finance landscape. Advanced computer literacy, including excellent working

knowledge of MS Office suite and relevant software for data analysis. Administration of LOGIS, PERSAL, BAS and other financial systems. Strategy development, analysis, and implementation. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Competencies/skills: Financial management and reporting skills. Strong analytical skills. Strong interpersonal skills, including written and verbal communication. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Strong writing and presentation skills. Digital skills with digital systems, management and reporting tools. Conflict management skills. Personal Attributes: professional knowledge and staying current with curricular trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness work extended hours, as and when required.

**DUTIES**

: Implement and monitor debtors' management related policies, standard operating procedures, directives, and frameworks for the NSG. Support the development of a debtor's management strategy and implementation plan for the NSG. Monitor the implementation of debtor's management standards, practices, and guidelines. Manage debtor's management compliance reporting in line with policies and frameworks. Undertake research and benchmarking of new management accounting practices and methodologies. Develop and maintain strategies to minimize overdue accounts and bad debts. Coordinate and ensure prompt invoicing and follow-up on receivables. Oversee efficient debtor collection procedures, including negotiation of repayment terms where necessary. Institute legal or collection agency intervention where standard recovery procedures fail. Prepare reports on debt recovery efforts and their effectiveness for senior management. Coordinate debtor billing cycles to ensure timely and accurate invoicing. Oversee collection processes and implement strategies to reduce days sales outstanding (DSO) and improve cash flow. Manage communications with debtors to negotiate payment terms and resolve billing disputes. Supervise the maintenance of debtor accounts to ensure accurate and up-to-date information. Implement effective recovery procedures for overdue accounts, including the coordination of legal action where necessary. Oversee the regular analysis of debtor accounts to ensure timely collections. Develop and implement procedures for continuous debtor account monitoring and reporting. Generate accurate and timely debtor reports to inform management decision-making. Provide critical insights into debtor trends and recommend improvements to debt collection strategies. Coordinate the reconciliation of debtor statements with the general ledger. Provide reports that contributes to the preparation of the Financial Statements. Manage the resources (people, finance, systems, assets) allocated within the business unit. Training and upskilling the team under supervision. Implement operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Manage employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans.

**ENQUIRIES**

: Mpho Mugodo Tel No: (012) 441 6017

**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** : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success.
- CLOSING DATE** : 10 January 2025 at 12:00 am (Midnight)
- NOTE** : 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 documentations 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. 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 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), not negotiable. 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. The National Treasury is compliant to the requirements of POPIA.

**OTHER POSTS**

- POST 44/41** : **ASSISTANT DIRECTOR: PROVINCIAL AND LOCAL GOVERNMENT INFRASTRUCTURE REF NO: S054/2024**  
Division: Intergovernmental Relations (IGR)  
Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs)
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum, (excluding benefits)  
: Pretoria  
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) / Bachelor's degree (equivalent to NQF 7) in the following disciplines: in Economics, Public Finance Management, Built Environment. A minimum 3 years' experience obtained in government's policy framework on funding and infrastructure development. Experience in the functioning of the municipal infrastructural environment. Experience and exposure in built environment.
- DUTIES** : Some key Outputs include: Review of Municipal plans and budgets: Participate in national and municipal policy implementation and review processes. Contribute to



the budgeting determination of infrastructure allocations for municipalities. Provide inputs to the development and review of municipal grant framework. Compile reports on municipal infrastructure backlogs and track progress. Improve information on infrastructure backlogs; compile reports on municipal planned projects and budget allocations to determine alignment with sector targets. Implement reforms for delivery of municipal infrastructure: Assist in the development and refinement of guidelines on municipal infrastructure delivery management to give effect to MFMA. Assist in the monitoring and piloting of best practises to support reforms on municipal infrastructure delivery management and budgeting. Researching tools for utilisation and guidance on the implementation of municipal infrastructure delivery reforms. Verification of financial data: Initiate processes to formulate and refine municipal borrowing reporting format. Assist in the coordination of reports in line with prescribed reporting system. Assist in the analyses of data and verification of their correctness pertaining to allocated budgetary expenditure and municipal borrowing. Monitor budgets and expenditure: Prepare reports on progress in spending and delivery of municipal infrastructure. Assist in the monitoring and piloting of best practises in support reform pertaining to municipal infrastructure delivery and budgeting. Analyse and assess data formulation in the comparison of progress in municipalities' expenditure against allocated budgets.

**ENQUIRIES** : Enquiries for only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : [To apply visit: https://erecruitment.treasury.gov.za/eRecruitment](https://erecruitment.treasury.gov.za/eRecruitment)

**POST 44/42** : **ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: S050/2024**  
 Division: Office Of the Chief Procurement Officer (OCPO)  
 Purpose: To provide strategic procurement support services to improve the performance and efficiency of the State procurement system including value for money and leveraged benefits.

**SALARY** : R552 081 per annum, (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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 any of the following disciplines: Supply Chain Management/ Logistics/ Purchasing / Commerce. A minimum 3 years' experience obtained in the supply chain management environment. Knowledge of strategic procurement. Knowledge of the broader public service SCM legislative framework. Experience of data gathering and analysis. Knowledge of project management.

**DUTIES** : Some key Outputs include: Strategy and Policy: Contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes and standards for strategic procurement; and a strategic procurement monitoring and evaluation system. Assist with the dissemination of the strategic procurement framework of government. Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines. Stakeholder Management: Engage stakeholders and facilitate and coordinate the development and implementation of strategic procurement strategies and plans. Engage with public sector-specific strategic and external partners to support the development and implementation of strategic procurement strategies and plans. Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services. Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres. Client engagement: Monitoring and evaluation. Perform and manage analyses on commodity spend, market and industry, suppliers, specification and demand, total cost of ownership and any other matter as may be required. Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required). Analyse information sources for the identification of key strategic procurement project opportunities for targeting based on the importance of the commodity/service to achieve service delivery, and the complexity of the supply market. Contribute to the identification and recommendation of new and alternative solutions to strategic procurement

services. Contribute to the client environment and strategic procurement-related reports and diagnostics. Conduct research, and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including strategic procurement best-practices, strategic procurement spend analysis and research, strategic procurement recommendations, strategic procurement recommendations facilitation and implementation.

**ENQUIRIES**  
**APPLICATIONS**

: enquiries for Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

## SOUTH AFRICAN POLICE SERVICE

**CLOSING DATE** : 13 December 2024 at 16:00

**NOTE** : Only the official application form (available on the SAPS website and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to the post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

## OTHER POSTS

**POST 44/43** : **ADMINISTRATION CLERK REF NO: VPO E4/2024 (X1 POST)**

**SALARY** : R216 417 per annum (Level 05)

**CENTRE** : Office of Divisional Commissioner: Visible Policing and Operations (Pretoria)

**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Be fluent in at least two official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification, Degree / Diploma in the field of the post will be an added advantage. Relevant courses in the field of the post will serve as an advantage. Be willing to work under pressure and extended hours.

**DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner. Keep records of collected documents for the office of

the Divisional Commissioner. Scrutinize and capturing of all incoming and outgoing correspondence for the office of the Divisional Commissioner; Complete and submit monthly vehicle returns; Assist with secretarial and administrative support functions; Assist to manage the diary, receive and host visitors of the Divisional Commissioner; Assist in arranging travelling and subsistence allowance for the Divisional Commissioner; Effective administration of a bring forward system.

**ENQUIRIES** : LT Col Nukeri / Capt Ramokgopa / PO Ngobeni / PO Rambau at Tel No: (012) 421 8435 / (012) 421 8147 / (012) 421 8033

**APPLICATIONS** : Applications can be forwarded to the following addresses: Hand delivered applications: 540 Pretorius Street, Arcadia, Pretoria, 0007 Posted applications: Private Bag X12, Arcadia, 0007 Email: [RamokgopaMM@saps.gov.za](mailto:RamokgopaMM@saps.gov.za) / [MakuwaT@saps.gov.za](mailto:MakuwaT@saps.gov.za)

**POST 44/44** : **MESSENGER REF NO: VPO E5/2024 (X1 POST)**

**SALARY** : R131 265 per annum (Level 02)

**CENTRE** : Office of Divisional Commissioner: Visible Policing and Operations (Pretoria)

**REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; A Grade 10 qualification as well as a valid light vehicle driver's license will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Willing to work extended hours when necessary; Be proficient in at least two official languages, of which one must be English; Must be a SA citizen Must have no previous criminal convictions or criminal cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

**DUTIES** : Render messenger services to the Office of the Divisional Commissioner; Provide driving services for the Office of the Divisional Commissioner; General administration duties allocated to the post; Keep record of collected documents for the Office of the Divisional Commissioner; Complete vehicle log book and submit monthly returns; Deliver/Collect mail, documents and parcels and insure acknowledgement of receipts.

**ENQUIRIES** : LT Col Nukeri / Capt Ramokgopa / PO Ngobeni / PO Rambau at Tel No: (012) 421 8435 / (012) 421 8147 / (012) 421 8033

**APPLICATIONS** : Applications can be forwarded to the following addresses: Hand delivered applications: 540 Pretorius Street, Arcadia, Pretoria, 0007 Posted applications: Private Bag X12, Arcadia, 0007 Email: [RamokgopaMM@saps.gov.za](mailto:RamokgopaMM@saps.gov.za) / [MakuwaT@saps.gov.za](mailto:MakuwaT@saps.gov.za)

**POST 44/45** : **SECURITY GUARD**

**SALARY** : R131 265 per annum (Level 03)

**CENTRE** : Corporate Support Services  
Gqeberha Ref No: DPCI/EC/86/2024 (X4 Posts)  
Bellville Ref No: DPCI/WC/87/2024 (X2 Posts)

**REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Diploma/Degree in the field of security may be an advantage. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

**DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No 53/1985); Positive identification of officers, employees, visitors and maintenance personnel before they are allowed to enter the premises; Issue admission control cards to visitors and receive them back; Keep the necessary visitors register; Check suppliers, articles and objects where necessary before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Control the admission of vehicles and equipment in the field; Supervise cleaners and maintenance personnel – only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to

		the attention of senior security personnel; Render assistance to security offices in the performance of duties; Be willing to work shift and irregular hours
<b><u>ENQUIRIES</u></b>	:	Eastern Cape: Brigadier Hastings and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527
		Captain Xhego and HRCS Matlou at (071) 481 3252 / (082) 411 2104
<b><u>APPLICATIONS</u></b>	:	<b>DPCI: Eastern Cape:</b> Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London Email applications to: <a href="mailto:BatyiNP@saps.gov.za">BatyiNP@saps.gov.za</a>
		<b>DPCI: Western Cape:</b> Hand delivered or couriered to: 4 <sup>th</sup> Floor AJ West Street, Old SARS Building, Bellville Email applications to: <a href="mailto:SibelekwanaS@saps.gov.za">SibelekwanaS@saps.gov.za</a>
<b><u>POST 44/46</u></b>	:	<b><u>CLEANER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R131 265 per annum (Level 02)
	:	Supply Chain Management:
		Head Office: Pretoria Ref No: DPCI/HO/85/2024 (X3 Posts)
		East London Ref No: DPCI/EC/88/2024
		Bloemfontein Ref No: DPCI/FS/89/2024
		Germiston Ref No: DPCI/GP/90/2024
		Port Shepstone Ref No: DPCI/KZN/91/2024
		Phalaborwa Ref No: DPCI/LIM/92/2024
		Nelspruit Ref No: DPCI/MP/93/2024
		Kimberley Ref No: DPCI/NC/94/2024
		Klerksdorp Ref No: DPCI/NW/95/2024
		George Ref No: DPCI/WC/96/2024
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<b><u>DUTIES</u></b>	:	Maintaining of high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials.
<b><u>ENQUIRIES</u></b>	:	<b>Head Office:</b> Colonel A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha at Tel No: (012) 846 4067/4110.
		<b>Eastern Cape:</b> Brigadier Hastings and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527
		<b>Free State:</b> Lieutenant Colonel Vethezo, Captain Moyana and Warrant Officer Mkumla Tel No: (051) 503 2753
		<b>Gauteng:</b> Colonel Mashakane and Captain Rasekganya Tel No: (011) 776 5527 / 5305
		<b>KwaZulu Natal:</b> Colonel Zikhali and Lieutenant Colonel Phungula Tel No: (031) 325 6105 / 4713
		<b>Limpopo:</b> Lieutenant Colonel Seabi and Warrant Officer Machete Tel No: (015) 293 7235 / 7236
		<b>Mpumalanga:</b> Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1377 / 1465
		<b>Northern Cape:</b> Lieutenant Colonel Ntho and Captain Damons Tel No: (071) 604 5825/ (071) 481 3000
		<b>North West:</b> Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5317 / 5350
		<b>Western Cape:</b> Captain Xhego and HRCS Matlou Cell phone number: (071) 481 3252 / (082) 411 2104
<b><u>APPLICATIONS</u></b>	:	<b>Head Office:</b> Applications may be hand-delivered, as follows: Main Security gate at 01 Cresswell Road, Promat Building, Silverton. Applications forwarded by post to be addressed as follows, for attention The Section Commander: Personnel Management, (Attention: Col A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha , Private Bag X1500, Silverton, 0127. Email applications to <a href="mailto:dpcivacancies@saps.gov.za">dpcivacancies@saps.gov.za</a>
		<b>DPCI: Eastern Cape:</b> Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email applications to: <a href="mailto:BatyiNP@saps.gov.za">BatyiNP@saps.gov.za</a>

**DPCI: Free State:** Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein Email applications to: [VethezoX@saps.gov.za](mailto:VethezoX@saps.gov.za)

**DPCI: Gauteng:** Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston Email applications to: [RasekganyaCS@saps.gov.za](mailto:RasekganyaCS@saps.gov.za)

**DPCI: KwaZulu Natal:** Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban Email applications to: [MoodleyP4@saps.gov.za](mailto:MoodleyP4@saps.gov.za)

**DPCI: Limpopo** can be posted to: Hand delivered or couriered to: 106 Hans van Rensburg Street, Empire Place Suite 02, Polokwane Email applications to: [SeabiMJ2@saps.gov.za](mailto:SeabiMJ2@saps.gov.za)

**DPCI: Mpumalanga:** Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit Email applications to: [NgwenyaTP@saps.gov.za](mailto:NgwenyaTP@saps.gov.za)

**DPCI: Northern Cape:** Hand delivered or couriered to: 36 Stockdale Street, Old De-Beers Head Quarters (Opposite Keipoletse Funerals), Kimberley Email applications to: [DamonsM@saps.gov.za](mailto:DamonsM@saps.gov.za)

**DPCI North-West:** Hand delivered or couriered to: 51 Leask Street, Westend Building, Klerksdorp Email applications to: [MokoenaN7@saps.gov.za](mailto:MokoenaN7@saps.gov.za)