



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2025

DATE ISSUED 10 JANUARY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION:** Kindly note that the post of Director-General was advertised in Public Service Vacancy Circular 45 dated 06 December 2024 closed 03 January 2025 with Ref No: DSTI 2024/1 had an omission (Five-Year Fixed Contract). The post is not permanent, this is a Five- Year Fixed Contract. The rest of the contents of the advertisement remain unchanged.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)**

OTHER POSTS

- POST 01/01** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CJC/OP/01/2025**
(College council Payroll: Duration: 3-year contract)
The post is re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post
- SALARY** : R444 036 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College, Central Office
- REQUIREMENTS** : Grade 12 certificate or equivalent. Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or related qualification. Advanced experience in the development of policies/implementation strategies. Practical experience in Office Management and Technology/Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years' relevant experience in strategic planning and administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector will be an added advantage. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
- DUTIES** : Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provide strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the Principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all academic board and academic board committee. Arrange and support for training interventions. Coordinated the décor layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES** : Mr. B Khakhu Tel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via the email address to recruitment108@cjc.edu.za
- NOTE** : Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV. Applicants are submitting Z83 and CV only and all other documents are submitted by shortlisted candidates). The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83 and CV into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and

citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
24 January 2025 at 16:00

CLOSING DATE

:

POST 01/02

:

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CJC/FA/02/2025

(College council Payroll: Duration: 3-year contract)

The post is re-advertised, interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post

SALARY

:

R444 036 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE

:

Central Johannesburg TVET College, Central Office

REQUIREMENTS

:

Grade 12 certificate or equivalent. An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license.

DUTIES

:

Assisting with the payment of authorized departmental expenses. Monthly reconciliations of creditors, inventory and fixed assets. Preparation of inventory, fixed assets and expenditure reports for management, on a monthly basis. Ensuring maintenance of accurate records of stock levels, transactions, and movements of inventory items. Ensuring stock is accurately accounted for in the accounting system. Conducting regular spot counts. Ensuring maintenance of detailed records of fixed assets. Ensuring accurate calculation and recording of depreciation for all college fixed assets. Ensuring accurate classification of assets and ensuring that purchases should be capitalized as fixed assets. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances and Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.

ENQUIRIES

:

Mr. B Khakhu Tel No: (011) 351 6000

APPLICATIONS

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All applications are to be sent via email address to recruitment109@cjc.edu.za
Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV. Applicants are submitting Z83 and CV only and all other documents are submitted by shortlisted candidates). The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83 and CV into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time.

NOTE

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Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
24 January 2025 at 16:00

CLOSING DATE

:

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

<u>CLOSING DATE</u>	:	24 January 2025
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointments at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme . No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

OTHER POSTS

POST 01/03 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: Q9/2025/01**

SALARY : R849 702 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS : A relevant NQF level 7 qualification in Public Management/ Business Administration or relevant qualification. Driver's license. 3 years relevant experience at ASD level in Performance Monitoring and Evaluation field. Knowledge requirements: Knowledge and understanding of government M&E process. Sound knowledge of PFMA, Treasury Regulations, Policy Framework for Government- wide M & E system, Framework for managing performance information, Framework for Strategic Plans and Annual Performance Plans. Public Audit Act. Skills and Competencies. Interpersonal skills. Good communication skills. Report writing skills. Analytical skills. Computer literacy. Planning skills. Project management. Ability to work under pressure.

DUTIES : Plan and manage performance monitoring and evaluation activities, Develop, review and implement the Monitoring and Evaluation Strategy, Collate, consolidate and validate annual performance report on the implementation of the Annual Performance Plan, Analyse quarterly performance reports, Monitor and evaluate the implementation of the departmental Strategic Plan towards the attainment of strategic objectives, Conduct provincial visits to assess the state of performance, Coordinate information for Management Performance Assessment Tool (MPAT) for Strategic Management, Monitor the implementation of MPAT development plans, Assist in monitoring the implementation of recommendations from Internal Audit and the Auditor-General SA in relation to performance information management. Manage and supervise staff.

ENQUIRIES : Ms S Letlape Tel No: (012) 399 0035

APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail

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

GRADUATE INTERNSHIP PROGRAMME

CLOSING DATE : 24 January 2025

NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications., Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents .Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialed new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Affidavit confirming that you have not participated in a similar Programme before. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that

your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING FOR 2025/2027
(24 MONTHS)**

OTHER POSTS

POST 01/04 : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/02 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Human Resource Management
REQUIREMENTS : Qualification: NQF level 7: HRM/Public Admin/Labour Relation/ HRD
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or Recruitment12@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 01/05 : **INFORMATION COMMUNICATION & TECHNOLOGY INTERNSHIP PROGRAMME/ SERVICE TRAINING REF NO: Q9/2025/03 (X2 POSTS)**

STIPEND : R89 409 per annum
CENTRE : National Office, Pretoria: Information and communication Technology.
REQUIREMENTS : Qualification: NQF level 6 & 7: ICT related
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001, or Recruitment13@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 01/06 : **EXECUTIVE SUPPORT INTERNSHIP PROGRAMME/ SERVICE TRAINING REF NO: Q9/2025/04 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : National Office: Pretoria: Office of the Executive Director
REQUIREMENTS : Qualification: NQF level 7: Public Management/Administration
ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185
APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001, or Recruitment14@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 01/07 : **MPUMALANGA: CORPORATE SERVICES INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/05 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : Provincial Office: Mpumalanga (Nelspruit): Corporate Services
REQUIREMENTS : Qualification: NQF level 7: Public Management/Administration / HRM
ENQUIRIES : Mr. L. Sebothoma Tel No: (013) 754 1000
APPLICATIONS : Mpumalanga: Independent Police Investigative Directorate, hand delivery to 48 Brown Street 1st floor, Nelspruit,1200 or Recruitment9@ipid.gov.za. Please

indicate the post name & reference number on the subject line when applying through email

POST 01/08 : **GAUTENG CORPORATE SERVICES INTERNSHIP PROGRAMME/ IN-SERVICE TRAINING REF NO: Q9/2025/06 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : Provincial office: Gauteng (Johannesburg): Corporate Services
REQUIREMENTS : Qualification: NQF level 7: Public Management/Administration / HRM
ENQUIRIES : Ms. M. Tshabalala Tel No: (011) 220 1500
APPLICATIONS : Gauteng: Independent Police Investigation directorate, hand deliver to 20 Albert Street, Bramfischer Tower Building, 8th floor, Marshalltown, Johannesburg or Recruitment1@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 01/09 : **KWAZULU-NATAL: CORPORATE SERVICES INTERNSHIP PROGRAMME/IN- SERVICE TARINING REF NO: Q9/2025/07 (X1 POST)**

STIPEND : R89 409 per annum
CENTRE : Provincial Office: Kwa-Zulu Natal (Durban): Corporate Services
REQUIREMENTS : Qualification: NQF level 7: Public Management/Administration / HRM
ENQUIRIES : Mr S Ndlovu Tel No: (031) 310 1300
APPLICATIONS : Kwa-Zulu Natal: (Independent Police Investigative Directorate, Private Bag X54303, Durban, 4000 hand deliver to 3rd floor the Marine building 22 Dorothy Nyembe Street or Recruitment2@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

POST 01/10 : **MAHIKENG CORPORATE SERVICES INTERNSHIP PROGRAMME/IN SERVICE TARINING REF NO: Q9/2025/08 (X2 POSTS)**

STIPEND : R89 409 per annum
CENTRE : Provincial Office: North West (Mahikeng): Corporate Services
REQUIREMENTS : Qualification: NQF level 7: Public Management/Administration / HRM
ENQUIRIES : Ms. L Maamogwa Tel No: (018) 397 2500
APPLICATIONS : North West: Independent Police Investigative Directorate, hand deliver to NO.1 Station Road, Molopo shopping Centre, Mafikeng, 2745 or Recruitment6@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 27 January 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for 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.
- ERRATUM;** Kindly note the post of Court Manager with Ref No: 76/2024/WC post 45/58 advertised in the Public Service Vacancy Circular 45 dated 06 December 2024 with a closing date 23 December 2024, has been withdrawn. We apologize for the inconvenience caused.

OTHER POSTS

- POST 01/11** : **SENIOR STATE LAW ADVISOR: LP9 REF NO: 24/108/SLA (X2 POSTS)**
- SALARY** : R1 132 806 – R1 762 857 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 Chief State Law Adviser: Cape Town
- REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; At least 8 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate qualification will be an advantage; Knowledge of Law, particular aspects of law, Constitutional Law and Human Rights, Constitution of South Africa; Knowledge of any case law or cause of action and practical experience in Bill drafting; Knowledge of Public Finance Management Act (PFMA), Public Service Act, Treasury Regulations and Project Management. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the certification and drafting of Bills; Scrutinize subordinate legislation for the National Executive and other organ of state; Scrutinize and provide legal opinion on International Agreements, treaties and related matters; Mentor, advice and guide juniors/ lower level production employees; Provide effective people management.
- ENQUIRIES** : Mr. M Mokoena Tel No: (012) 744 2026

- 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.
- POST 01/12** : **STATE LAW ADVISOR: LP7-LP8 REF NO: 24/109/SLA**
- 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 REQUIREMENTS** : Office of the Chief State Law Adviser: Cape Town
: LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / legal advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and Constitution of South Africa; Knowledge of Public Service Act, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting skills; Advocacy; Project management skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills; Policy formulation skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Provide the preliminary opinions and certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from national Departments and other organs of state.
- ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026
: 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.
- POST 01/13** : **DEPUTY MASTER (MR6) REF NO: 61/2024/M/WC**
- SALARY** : R556 356 – R1 14 666 per annum, (Salary will be in accordance with OSD determination), (The successful candidate will be required to sign a performance agreement.)
- CENTRE REQUIREMENTS** : Masters of the Western Cape High Court
: LLB Degree or a four-year recognised Legal qualification; eight (8) years appropriate post qualification Legal experience; knowledge of the Administration of Estates Act; Mental health Act; Insolvency act; Companies Act; Close Corporations Act; Trust Property Control Act and other relevant Legislations; Experience in functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates; Curatorships; Trust and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, Organising and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; good communication skills (verbal and written); Computer literacy.
- DUTIES** : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the Office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of services, financial and Human Resource Management within the Office of the Master; Draft Legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
- ENQUIRIES APPLICATIONS** : Ms Z Agulhas Tel No: (021) 832 3010
: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
- FOR ATTENTION** : Ms P Paraffin

POST 01/14 : **SENIOR LEGAL ADMINISTRATION OFFICER-(MR 6) REF NO: 2024/40/GP**
(This is a Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : 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.

CENTRE : Provincial Office Gauteng
REQUIREMENTS : An LLB degree or 4- year recognized legal qualification; At least 8 years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele; Victim's Charter and Restorative Justice; Knowledge on the implementation of legislation affecting Vulnerable groups; A valid driver's license and the willingness to travel. Skills and Competencies: Computer literacy (Power Point and excel); Excellent communication skills (verbal and written); Leadership skills; Presentations and training skills; Good interpersonal and liaison skills; Problem solving skills; Analytical skills; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage State losses within the Department regarding disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Manage special projects on Gender, Persons with disabilities and the Elderly; Represent the Provincial Office on Inter-Departmental Committees; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Respond to petitions, representations and complaints from members of the public, civil society and other Government Department; Manage statutory appointments.

ENQUIRIES : Ms R Moabelo Tel No: (011) 332 9000
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.

POST 01/15 : **COURT MANAGER REF NO: 24/14/KZN**

SALARY : R552 081 – R650 3228 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, KwaDukuza
REQUIREMENTS : An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Finance Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the 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; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.

ENQUIRIES : Ms V.T. Mlandeliso Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 01/16 : **ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES REF NO: 24/110/SLA (X2 POSTS)**

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An appropriate qualification (NQF level 6) in Communication or Linguistics as recognised by SAQA; A minimum of 3 years experience in translation services environment; Language requirement: Sepedi and Afrikaans; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions, etc; Knowledge and understanding of applicable legislation (such as BCEA, LRA, ect) and Code of conduct; Knowledge of departmental interpretation and application of policies, prescripts and administration of an office. 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; Decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Provide effective people management.

ENQUIRIES : Mr. M. Mokoena Tel No: (012) 744 2026

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.

POST 01/17 : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS REF NO: 24/15/KZN**

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office Durban

REQUIREMENTS : An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 7 with Accounting as a major subject; A minimum of 3 years working experience in a finance environment and at least 3 years are at a supervisory level; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Knowledge of Justice Administered Act, Regulations; GRAP, Financial Instruction and Directives, Knowledge of Departmental TPF system. Skills and Competencies: Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.

DUTIES : Key Performance Areas: Ensure effective management of Third Party Funds (TPF) staff, Provide financial support on TPF related matters and advise Court and Office Managers, Act as System Manager/ Administrator on MOJAPAY, Manage the reporting and recovery of TPF losses, Provide monitoring and training on new polices and process in TPF, Coordinate submissions of write-offs for irrecoverable Deferred Fines, Provide guidance on Pre-audit readiness and do audit facilitation, Compile and consolidate inputs to the Interim/ Annual Financial Statements (IFS/ AFS) and monthly TPF reports.

ENQUIRIES : Ms M.P. Khoza Tel No: (031) 372 3000

APPLICATIONS : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 01/18 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2024/31/ MP**

SALARY : R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office, Mpumalanga

- REQUIREMENTS** : An appropriate Bachelors' Degree in Financial Management or relevant qualification at NQF level 7 as recognized by SAQA-Minimum of three (3) years related financial or Asset Management supervisory experience; Knowledge of Supply Chain Management Framework, Supply Chain Management acquisition practices, National Treasury Regulations and Policy Development. Skills & Competencies: Computer literacy; People Management skills; Project Management skills; Communication skills; Report writing skills; Planning and Organizing; Innovation/Creativity; Presentation and facilitation; Analytical skills; Problem solving and Decision-making skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Monitor and review the capturing of all physical (moveable and Immoveable) asset in the asset management registers; Monitor and review the allocation of assets to asset holders; Promote correct implementation of sound asset management practices; Supervise employees to ensure sound physical asset management.
- ENQUIRIES APPLICATIONS** : Ms NC Maseko at 083 248 9056
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank Centre, 5th floor building, Nelspruit, 1200.
- POST 01/19** : **PRINCIPAL COURT INTERPRETER REF NO: 24/19/KZN**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Ubombo
: 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 minimum two years supervisory experience; Proficiency in English; Proficiency in two or more indigenous languages; Valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters for offices under Harry Gwala District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casuals.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/20** : **ASSISTANT STATE ATTORNEY - LP3-LP4 REF NO: 24/17/KZN (X3 POSTS)**
- SALARY** : R357 843 – R979 059 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney, Durban
: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandiso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

<u>POST 01/21</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 24/25/KZN</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court: Emlazi
	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's 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 legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for district in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V.T. Mlandeliso Tel No: (031) 372 3000
	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 01/22</u>	:	<u>STATE ACCOUNTANT: FINANCE REF NO: 24/26/KZN</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Durban
	:	An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 years working experience in a finance environment; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instructions and Directives. Skills and Competencies: Knowledge of BAS, Planning and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
<u>DUTIES</u>	:	Key Performance Areas: Effective management of budget in accordance with the relevant prescripts which includes budget capturing, budget management, budget reporting. Effective management of expenditure in accordance with relevant prescripts, this includes processing of approved payments, Petty cash and PAYE. Effective management of Revenue in accordance with the relevant prescripts, this includes receipting and banking of all monies received due to the department. Effective participation during the audit performance by Internal/External auditors. Supervise and manage Accounting Clerks within Finance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000
	:	Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 01/23</u>	:	<u>STATE ACCOUNTANT (SALARIES & MISCELLANEOUS PAYMENTS) REF NO: 24/27/KZN</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum, The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Durban
	:	An appropriate Degree in Financial Accounting/ Management or equivalent qualification at NQF level 7; A minimum of 3 years working experience in a finance environment I; A valid driver's license. Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations, Financial Instruction and Directives. Skills and Competencies: Knowledge of PERSAL, Planning systems and organizing, Ability to implement internal systems and controls; Problem solving skills and analysis, Listening skills, Team work, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel and PowerPoint), Customer focus and responsiveness, Ability

- to work under pressure, Ability to work in a team and independently, Creative and Innovation skills, Financial management skills.
- DUTIES** : Key Performance Areas: Effective management of Subsistence and travel allowance claims in accordance with the relevant prescripts; this includes checking of correctness, calculating and approval/authorizing. Effective management of all salary related transactions in accordance with the relevant prescripts, this includes checking, calculating and approval/authorizing of all salary related transactions. Effective participation during the audit performance by Internal/External auditors. Supervise and manage accounting clerks within the section.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/24** : **CHIEF ADMINISTRATION CLERK (LEGAL SERVICES) REF NO: 24/28/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
: Grade 12 certificate or equivalent qualification; 3-5 years' experience required
: Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas; Render general clerical support service; Check and verify applications for National Register for Sex Offenders. Update the register for National Register for Sex Offenders; Consolidate statistics for all key performance indicators for the Directorate. Plan and conduct outreach programmes in respect of Legal Services Component; Supervise Human resources/staff.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/25** : **CHIEF ADMINISTRATION CLERK REF NO: 24/29/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate Office, Durban
: Grade 12 certificate or equivalent qualification; 3-5 years' experience required.
: Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas; Supervision and render general clerical support service; Supervise; and provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Supervise Human resources/staff
- ENQUIRIES APPLICATIONS** : Ms V.T Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/26** : **FAMILY LAW ASSISTANT REF NO: 24/30/KZN**
- SALARY** : R308 154 - R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate Office, Durban/Ntuzuma
: A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competencies: Communication (written and verbal skills), Computer

- literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas: Conduct screening interviews and Parental Responsibilities and Rights information sessions, Assist members of the public with form completion and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects, Support the Family Advocate with regards to matters on the court roll, Receive and screen correspondence and draft responses on behalf of the Family Advocate, Conduct mediations in disputes regarding Parental Responsibilities and Rights.
- ENQUIRIES APPLICATIONS** : Ms V.T Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/27** : **CHIEF ADMINISTRATION CLERK REF NO: 24/16/KZN**
- SALARY** : R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court, Pietermaritzburg
: Grade 12 certificate or equivalent qualification; A minimum of 3 years' experience. Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to details, Conduct legal research, Good interpersonal relations.
- DUTIES** : Key Performance Areas: Render general clerical support service; Provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Supervise Human resources/staff.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/28** : **REGISTRAR (MR1 – MR3) REF NO: 24/18/KZN**
- SALARY** : R239 673 – R307 659 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Durban
: An LLB Degree or four (4) year recognized legal qualification; A valid drivers' license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical skills; planning and organization skills; Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.
- DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Service to the Judiciary; Process and issue judgements by default; Issue court orders, procedures and practises and all case records in the court country 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 APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/29** : **LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 24/20/KZN (X2 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 REQUIREMENTS** : Provincial Office Durban
: LLB degree or 4-year recognized legal qualification; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele,

- Victim's Charter and Restorative Justice; A valid driver's license; Knowledge on the implementation of legislation affecting vulnerable groups; Skills and Competencies: Computer literacy; Excellent communication skills (both verbal and written); Leadership skills; public education and training; Good interpersonal and inter-cultural relations; Problem solving skills; Ability to analyze statistics; Time management skills; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Manage State losses within the Department; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Monitor and oversee special projects on Gender, Persons with disabilities and the Elderly; Manage the implementation of legislations aimed at protecting the rights of vulnerable groups; Provide support and oversee the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments. Verify and approve applications for National Register for Sex Offenders.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
- : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- NOTE** : African males are encouraged to apply.
- POST 01/30** : **ESTATE CONTROLLER (EC1 - EC5) REF NO: 24/21/KZN (X3 POSTS)**
- SALARY** : R239 673 - R368 145 per annum, (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court, Durban
- : LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
- : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/31** : **MAINTENANCE OFFICER: MR1 TO MR5 (X3 POSTS)**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- 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 Court: Pietermaritzburg Ref No: 24/22/KZN
Magistrate Court: Ubombo and to Serve Ubombo, Hlabisa & Mtubatuba Ref No: 24/23/KZN
Magistrate Court: Ingwavuma and to serve Ingwavuma & Manguzi Ref No: 24/24/KZN
- REQUIREMENTS** : An LLB Degree or a four (4) year recognized 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 license. 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.
- DUTIES** : Key Performance Areas: Perform the powers, 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; Compile statistics.

ENQUIRIES APPLICATIONS : Ms N.F Nkosi Tel No: (031) 372 3000
 : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

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

POST 01/32 : **ESTATE CONTROLLER REF NO: 59/2024/M/WC (X3 POSTS)**

SALARY : R239 673 – R556 356 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Masters of the Western Cape High Court
 : LLB Degree or recognised four (4) years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and insolvent Estate, Curatorships, Trust and all aspects related to the administration thereof Determine and asses Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES APPLICATIONS : Ms Z Mfeka Tel No: (021) 832 3196
 : Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION : Ms P Paraffin

POST 01/33 : **ADMINISTRATION CLERK REF NO: 24/31/KZN**

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

CENTRE REQUIREMENTS : Master of the High Court, Pietermaritzburg
 : Grade 12 (Senior Certificate) or equivalent qualification. Skills and Competencies: Communication Skills (Verbal & Written); Interpersonal relations; Computer literacy; Numerical Skills; Ability to work under pressure and be self- motivated; Accuracy and attention to detail.

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

ENQUIRIES APPLICATIONS : Ms N.F Nkosi Tel No: (031) 372 3000
 : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 01/34 : **COURT INTERPRETER (X6 POSTS)**

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

CENTRE : Magistrate Offices, Durban Ref No: 24/32/KZN
 : Magistrate Offices, Hammersdale Ref No: 24/33/KZN
 : Magistrate Offices, Nqutu Ref No: 24/34/KZN
 : Magistrate Offices, Bergville Ref No: 24/35/KZN
 : Magistrate Offices, Port Shepstone Ref No: 24/36/KZN
 : Magistrate Offices, Newcastle Ref No: 24/37/KZN

REQUIREMENTS : Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES : 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.

- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000 or Ms M.P. Khoza Tel No: (031) 372 3000 or Ms N.F. Nkosi Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- NOTE** : Separate applications must be made quoting the relevant reference number
- POST 01/35** : **COURT INTERPRETER REF NO: 24/38/KZN**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Offices, Newcastle
Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and SeSotho (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No (031) 372 3000
Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 01/36** : **COURT INTERPRETER REF NO: 24/39/KZN**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Pinetown
Grade 12 or equivalent qualification; Proficiency in English and two or more indigenous languages; Language requirement: IsiZulu and IsiXhosa (indigenous languages) are compulsory; Three months Practical experience and drivers license will be an added advantage. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
Quote the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

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 : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 24 January 2025 at 12:00 am (Midnight)
NOTE : 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. 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 POST

POST 01/37 : **SENIOR MFMA ADVISOR REF NO: S055/2024**
 Division: Office of the Accountant-General (OAG)
 Re-advertisement, the post is a re-advertised, applicants who previously applied need not to re-apply.
 Purpose: To coordinate, support and monitor the implementation of the Municipal Finance Management Act (MFMA) within Municipalities.

SALARY : R1 003 890 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in the following disciplines: Public Administration or Economics or LLB (equivalent to NQF level 8). A minimum 4 years' experience of which 2 years' should be on an Assistant Director level or equivalent obtained in financial management within the public sector or related, Knowledge and experience of the Local and Provincial Government operational set-up.

DUTIES : Review of Legislation Framework: Provide inputs into legislation impacting financial management in municipalities and municipal entities, Establish and maintain a system of delegation (internal and external) including the development of generic delegations framework, Assist with the interpretation, comment and coordination of MFMA related queries through assisting with the management of the MFMA helpdesk and responding to parliamentary questions as and when required, Research: Assist with maintaining a database

of court cases impacting on MFMA. Stakeholder Engagement: Participate in quarterly MFMA Joint Meetings by conducting presentations on legal matters, Assist with convening or participate in MFMA related workshops, forums etc, Assist with the maintenance of the MFMA webpage on the National Treasury's website for continued relevance, Liaise with and assist in the coordination of MFMA Implementation, Initiate the Primary Bank Account processes for a safe and secured transfer of funds to municipalities, Engage with key stakeholder to ensure alignment with MFMA, Review policy papers and provide comments upon request, Advise on appropriateness of financial reforms. Monitoring and Reporting: Assist with the finalisation, coordination or contribution towards the development of Guidelines and Circulars supporting MFMA Implementation and when required, Assist with the coordination of departure and exemptions granted in terms of sections 170 and 177 of the MFMA and maintain related records, Capacity Building and Support: Assist with the development, review and maintenance of MFMA training material, Assist with conducting information sessions to various stakeholders on the MFMA, Participate on committees pertaining to MFMA Implementation.

ENQUIRIES

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : quoting the reference number must be addressed to Ms. Baarata Moabi. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- FOR ATTENTION** : Ms. Baarata Moabi
- CLOSING DATE** : 03 February 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp." From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; three contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 01/38** : **GRADUATE INTERNSHIP PROGRAMME: PRIVATE OFFICE OF THE MINISTER OF PUBLIC SERVICE AND ADMINISTRATION REF NO: DPSA 2025/01**
(24 Months Contract)
- STIPEND** : R7 450.62 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 6 in Political Science/ Public Administration
- ENQUIRIES** : Ms. Nobuhle Xulu Tel No: (012) 336 1678
- APPLICATIONS** : email InternPOM01@dpsa.gov.za
- POST 01/39** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE DEPUTY MINISTER REF NO: DPSA 2025/02**
(24 Months Contract)
- STIPEND** : R7 450.62 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 6 in Public Administration
- ENQUIRIES** : Mr. Tebatso Chokoe Tel No: 012 336 1071
- APPLICATIONS** : Email InternODM@dpsa.go.za
- POST 01/40** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 2025/03**
(24 Months Contract)
- STIPEND** : R7 450.62 per month
- CENTRE** : Pretoria

REQUIREMENTS : A minimum qualification at NQF Level 6 in Media Studies/ Communications
ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343
APPLICATIONS : email InternODG03@dpsa.gov.za

POST 01/41 : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: DPSA 2025/04**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Internal Auditing/ Financial Accounting
ENQUIRIES : Ms. Phuthi Ngoetjana Tel No: (012) 336 1451

POST 01/42 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: DPSA 2025/05**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Logistics/ Supply Chain Management.
ENQUIRIES : Mr. Gift Malinga Tel No: (012) 336 1316
APPLICATIONS : Email InternSCM05@dpsa.gov.za

POST 01/43 : **GRADUATE INTERNSHIP PROGRAMME: PUBLIC ADMINISTRATION, ETHICS INTERGIRTY & DISCIPLINARY TECHNICAL ASSISTANCE UNIT REF NO: DPSA 2025/06**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Social Sciences
ENQUIRIES : Mr. Isaac Kabini Tel No: (012) 336 1237
APPLICATIONS : Email InternTau06@dpsa.gov.za

POST 01/44 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE ADMINISTRATION REF NO: DPSA 2025/07**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Human Resource Management
ENQUIRIES : Ms Baarata Moabi Tel No: (012) 336 1503
APPLICATIONS : Email InternHRA07@dpsa.gov.za

POST 01/45 : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL TRANSFORMATION PROGRAMME REF NO: DPSA 2025/08**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Gender Studies/Social Work
ENQUIRIES : Mr. Midilala Tefu Tel No: (012) 336 1390
APPLICATIONS : email InternITP08@dpsa.gov.za

POST 01/46 : **GRADUATE INTERNSHIP PROGRAMME: STRATEGIC MANAGEMENT AND INTERNAL MONITORING & EVALUATION REF NO: DPSA 2025/09**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Public Administration
ENQUIRIES : Mr. Molemame Kanyane Tel No: (012) 336 1378
APPLICATIONS : email InternSMME09@dpsa.gov.za

POST 01/47 : **GRADUATE INTERNSHIP PROGRAMME: TRANSFORMATION AND WORKPLACE ENVIRONMENT MANAGEMENT REF NO: DPSA 2025/10**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Project Management
ENQUIRIES : Dr Robert Foromo Tel No: (012) 336 1579
APPLICATIONS : email InternTWEM10@dpsa.gov.za

POST 01/48 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT STRATEGY AND GOVERNANCE REF NO: DPSA 2025/11**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Human Resource Management/Development
ENQUIRIES : Mr. Mpho Mabe Tel No: (012) 336 1603
APPLICATIONS : email InternHRDSG11@dpsa.gov.za

POST 01/49 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES PLANNING, EMPLOYMENT & PERFORMANCE MANAGEMENT REF NO: DPSA 2025/12**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Human Resource Management
ENQUIRIES : Ms. Zandile Buthelezi Tel No: (012) 336 1262
APPLICATIONS : email InternHRPEPM12@dpsa.gov.za

POST 01/50 : **GRADUATE INTERNSHIP PROGRAMME: REMUNERATIONS MANAGEMENT: REF NO: DPSA 2025/13**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Economics
ENQUIRIES : Ms Theresa Maile Tel No: (012) 336 1130
APPLICATIONS : InternRM13@dpsa.gov.za

POST 01/51 : **GRADUATE INTERNSHIP PROGRAMME: COLLECTIVE BARGAINING REF NO: DPSA 2025/14**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Labour Relations/ Labour Law
ENQUIRIES : Mr Modise Letsatsi Tel No: (012) 336 1274
APPLICATIONS : email InternCB14@dpsa.gov.za

POST 01/52 : **GRADUATE INTERNSHIP PROGRAMME: ORGANISATIONAL DESIGN: REF NO: DPSA 2025/15**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Management Services
ENQUIRIES : Mr Oscar Tshivhase Tel No: (012) 336 1469
APPLICATIONS : email InternOD15@dpsa.gov.za

POST 01/53 : **GRADUATE INTERNSHIP PROGRAMME: KNOWLEDGE MANAGEMENT AND INNOVATION REF NO: DPSA 2025/16**
(24 Months Contract)

STIPEND : R7 450.62 per month

CENTRE REQUIREMENTS : Pretoria
: A minimum qualification at NQF Level 6 in Information/ Knowledge Management

ENQUIRIES APPLICATIONS : Ms Sebenzile Zibani Tel No: (012) 336 1033
: email InternKMI16@dpsa.gov.za

POST 01/54 : **GRADUATE INTERNSHIP PROGRAMME: ICT GOVERNANCE & MANAGEMENT REF NO: DPSA 2025/17**
(24 Months Contract)

STIPEND CENTRE REQUIREMENTS ENQUIRIES APPLICATIONS : R7 450.62 per month
: Pretoria
: A minimum qualification at NQF Level 6 in Information Technology
: Ms Tebogo Kabai Tel No: (012) 336 1034
: email InternICTGov17@dpsa.gov.za

POST 01/55 : **GRADUATE INTERNSHIP PROGRAMME: ICT SERVICE MANAGEMENT AND BUSINESS CONTINUITY REF NO: DPSA 2025/18**
(24 Months Contract)

STIPEND CENTRE REQUIREMENTS ENQUIRIES APPLICATIONS : R7 450.62 per month
: Pretoria
: A minimum qualification at NQF Level 6 in Information Technology
: Ms Ayanda Nkundla Tel No: (012) 336 1351
: email InternICTSM18@dpsa.gov.za

POST 01/56 : **GRADUATE INTERNSHIP PROGRAMME: INTERNATIONAL COOPERATION & STAKEHOLDER RELATIONS REF NO: DPSA 2025/19**
(24 Months Contract)

STIPEND CENTRE REQUIREMENTS ENQUIRIES APPLICATIONS : R7 450.62 per month
: Pretoria
: A minimum qualification at NQF Level 6 in Public Administration
: Ms Nonkululeko Msibi Tel No: (012) 336 1481
: email InternCSR19@dpsa.gov.za

POST 01/57 : **GRADUATE INTERNSHIP PROGRAMME: SERVICES DELIVERY INTERVENTIONS COORDINATION REF NO: DPSA 2025/20**
(24 Months Contract)

STIPEND CENTRE REQUIREMENTS ENQUIRIES APPLICATIONS : R7 450.62 per month
: Pretoria
: A minimum qualification at NQF Level 6 in Public Administration/ Management
: Ms Rosetta Masipa Tel No: (012) 336 1675
: email InternSDIC20@dpsa.gov.za

POST 01/58 : **GRADUATE INTERNSHIP PROGRAMME: INSTITUTIONAL ASSESSMENT REF NO: DPSA 2025/21**
(24 Months Contract)

STIPEND CENTRE REQUIREMENTS ENQUIRIES APPLICATIONS : R7 450.62 per month
: Pretoria
: A minimum qualification at NQF Level 6 in Management Services
: Mr Poloko Segale Tel No: (012) 336 1124
: email InternIA21@dpsa.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications must be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF.
- CLOSING DATE** : 24 January 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applicants must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 01/59** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS: BILATERAL AND MULTILATERAL AGREEMENTS REF NO: DD IRB&MA**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum
: Pretoria
: Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent / related qualification as recognised by SAQA. 3 years relevant experience in International Relations / Intergovernmental Relations / International Market Access Support at a supervisory / managerial (ASD) level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Implement the Department of Small Business Development's international relations strategy and policy framework. Coordinate bilateral and multilateral agreement processes, inclusive of but not limited to: identifying opportunities for SMMEs and Co-operatives in bilateral and multilateral agreements, coordinating DSBD's bilateral and multilateral agreement negotiations aimed at supporting SMMEs and Co-operatives development, coordinating the implementation of DSBD bilateral and multilateral agreements etc. Engage with High Commission, Embassies and identify areas of collaboration for the DSBD portfolio and facilitate stakeholder engagement and collaboration sessions to establish working relationships and oversee implementation of MOU's etc. Manage the operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations / Facilitate / Conduct formal presentations.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

- APPLICATIONS** : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD IRB&MA"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 01/60** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS BILATERAL AND MULTILATERAL AGREEMENTS REF NO: ASD IRBMA**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent/related qualification as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework. Provide technical support in DSBD's bilateral and multilateral agreements negotiations aimed at supporting SMMEs and Co-operatives development, includes but not limited to: keeping abreast of current economic and geopolitical developments, conducting research on current developments that impact on bilateral relations and multilateral engagements aimed at supporting SMMEs and Co-operatives development, identifying economic trends and developments in multilateral organisations etc. Coordinate and maintain relationships with various stakeholders within the International Relations fora, respond to multilateral and bilateral enquires from partner organisations and maintain bilateral and multilateral agreements database. Monitor, evaluate international trends (socio-economic and political) and advise on their impact on the department international relations strategy. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/ workshops/ information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e REF NO: ASD IRBMA"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 01/61** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS INTERNATIONAL COOPERATION REF NO: ASD IRIC**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent/related qualification as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages, Excel skills for business, including advanced formula techniques, data cleaning and preparation, and spreadsheet design and documentation. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework. Provide technical support towards implementation of international cooperation partners

(donor organisations) assistance inclusive of but not limited to: ensuring compliance of programmes to SA Government policy, plans and actions, identifying and exploring areas of duplication of effort in support provided, using statistics to assess, comprehend and analyse international policies, concerns, and legislation, conducting desktop research on current developments that may impact partnerships and international cooperation aimed at supporting SMMEs and Co-operatives development etc. Coordinate ongoing/regular engagements with international cooperating partners. Liaise and keep abreast of developments within the official development assistance (ODA) environment. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD IRIC"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

POST 01/62 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS – MARKET OPPORTUNITIES REF NO: ASD IRMO**

- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent/related qualification as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.

DUTIES : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework. Provide international market access support services to benefit SMMEs and Cooperatives inclusive of but not limited to: providing technical support towards outward missions. Identify export development stakeholders, coordinate, and maintain relationships with various stakeholders within the Value Chain & Market Support as it relates to market opportunities, respond to enquiries from stakeholders (outward investment agencies and institutions) etc. Assess international trends (socio-economic and geopolitical) and advise and report on their impact on the department's international relations strategy. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations / workshops / information sessions.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e "REF NO: ASD IRMO"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

POST 01/63 : **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE REF NO: ASD B INFRA (X3 POSTS)**

- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related qualification as recognised by SAQA. 3 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project

Management / Construction/ Property Development / Commercial Property environment. Postgraduate qualification in Project Management will be an added advantage. Training in MS Office packages and Project Management A valid driver's licence is required. Have competencies in: Communication (verbal and written), Programme and Project Management, Financial Management Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

DUTIES : Conduct research aimed at identifying and accessing existing business infrastructure, inclusive of but not limited to: conducting investigations on zoning and communicate findings to management to conduct proper viability studies, conducting investigations on current/old state-owned property and buildings for potential repurposing and for occupation by small businesses. this includes property owned by state-owned enterprises etc. Assist with the review and analysis of existing models and infrastructure support plans for small enterprises, inclusive of coordinating the development, implementation, and assessment of such plans. Support various mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment, and development). Conduct due diligence for new projects and interface with all stakeholders. Manage database in respect of: state-owned properties, lease agreements etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

APPLICATIONS : Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e "REF NO: ASD B INFRA

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

POST 01/64 : **OFFICER: INTERNATIONAL RELATIONS REF NO: OIRS**

SALARY : R376 413 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF 6) in International Relations / Political Science /Business Management / Development Studies or equivalent/related qualification as recognised by SAQA. 1 year work experience at an administrative level in the regional/international cooperation field working on SMME issues. In-depth understanding of South Africa's foreign policy. Good knowledge of international politics/diplomacy/ Knowledge of regional and global SMMEs and Cooperatives economic issues. Training in MS Office Packages, Protocol and Project Management. A valid driver's licence and confidential security clearance will be considered an added advantage. Have competencies in: Basic Communication (Verbal and Written), Basic Policy Development, Basic Policy Analysis and Application, Basic Coordination and Facilitation, Basic Creative Thinking, Basic Stakeholder Management, Basic Report Writing, Basic Programme and Project Management and Basic Research and Statistical Analysis.

DUTIES : Coordinate information requests from SMMEs and Cooperatives and emerging exporters and stakeholders (public and private) regarding international relations matters and other developmental interventions and follow-up on progress. Gather relevant information into the development of country profiles. Conduct desktop research and statistical analysis on South Africa's trade and diplomatic position in relation with other countries. Track progress on the implementation of action plans as outlined on the back to office reports (BTORs). Coordinate stakeholder engagements locally and international. Maintain database of an international donor, multilateral and bilateral agreements with SMME elements, of the programmes implemented in the unit and in all spheres of government. Provide general administrative support service to the business unit inclusive of but not limited to: Minutes taking, reporting writing etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: OIRS"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE : 27 January 2025

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

MANAGEMENT ECHELON

POST 01/65 : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2024/06**
Branch: Civil Aviation
This is a re-advertisement

SALARY : R1 741 770 per annum (Level 15) of which 30% may be structured according to the individual needs.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 8 years' experience at a senior management level in the aviation sector. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skills: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities and best practices; Negotiation and problem-solving skills. A proven leadership and management skills. Report Writing skills. A demonstrated ability to lead and manage teams'

projects and budgets. Communication- Verbal & Written communication - English - above average Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting)

DUTIES

: Manage the development of internationally competitive regulatory framework for civil aviation. Review analyse and develop civil aviation policies and legislation in support of international standards and DOT strategic objective. Facilitate and manage a competent function that promotes South Africa's aviation interests whilst fulfilling its international obligations. Manage all aspects relating to licensing and permits and maintain and enhance South Africa's framework for bilateral air transport agreements. Promote and coordinate the planning and development of an integrated aviation infrastructure. Ensure the provision of aviation economic analysis, regulation and strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Regulate and direct aviation industry promotion and capacity development. Provide economic analysis is on aviation related issues. Develop economic regulations for aviation. Ensure effective monitoring and evaluation of the impact of aviation safety, security and environmental regulator frameworks. Ensure effective implementation of safety and security regulatory frameworks. Develop and facilitate the implementation of aviation environmental protection frameworks. Provide strategic and secretariat services to South African Search and Rescue (SASAR). Manage SASAR global integration and cooperation. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Represent South Africa at the International Civil Aviation Organisation (ICAO) Council. Participate in council meetings. Ensure South Africa's interests are protected. Provide South Africa's input to international air transport issues. Report on decisions taken. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Develop the definition of the project missions, goals, tasks and resources requirements. Develop methods to monitor projects or area progress and provide corrective solutions if necessary. Manage project resources, project budget and resource allocation. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Oversee project progress reporting. Manage the resources of the Branch. Provide guidance and ensure there is adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Ensure financial reports are developed for forecasting, trading and results analysis. Ensure implementation plans are prepared and submitted. Authorise expenditure. Ensure audit queries are managed effectively. Monitor quality control of work. Recommend and / or monitor budget levels. Ensure the assets of the Branch are managed effectively. Ensure the compilation of the annual report and strategic plan of the branch. Set budget levels.

ENQUIRIES
NOTE

: Ms Philisiwe Gcina Tel No: (012) 309 3591
: Candidates must quote the name of the post as follows; "DDG Civil Aviation" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

<u>POST 01/66</u>	: <u>CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/ HRM/2024/07</u> Branch: Administration (Office of the Chief Financial Officer) Chief Directorate: Financial Administration and Supply Chain Management Re-advertisement
<u>SALARY</u>	: R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An undergraduate NQF level 7 qualification as recognised by SAQA in Financial Management / Accounting / Supply Chain Management with 5 years' experience at senior managerial level in financial management. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Compilation of management reports. PFMA. Communication- Verbal & Written communication - English – above average - Computer literacy, Governance related to information, Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisation objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation And Customer Focus filling and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice Change Management: Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitment.
<u>DUTIES</u>	: Maintain an effective and efficient system of financial management. Maintain effective, efficient and economical management of departmental revenue and expenditure. Provide salary administration, taxation & package structuring services. Manage travel and subsistence claims. Ensure compilation of Annual Financial Statements and Interim Financial Statements. Render an efficient and effective supply chain management service to the department. Provide procurement services to the department. Provide a bidding and acquisition service. Provide contract administration service. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual plan and strategic plan of the Chief Directorate. Ensure accurate compilation of quarterly reports. Ensure all staff comply to PMDS prescripts and submitted on time. Set budget levels. Monitor the planning, organising and delegation of work.
<u>ENQUIRIES</u>	: Mr Makoto Matlala Tel No: (012) 309 3727
<u>NOTE</u>	: Candidates must quote the name of the post as follows; "Chief Director Financial Administration and SCM" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE
NOTE**

- : 24 January 2025
- Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS**POST 01/67**

- : **CHIEF ENGINEER GRADE A REF NO: 240125/01**
 Branch: Provincial Operations: Eastern Cape
 (Re-advertisement, applicants who have previously applied must re-apply)

**SALARY
CENTRE
REQUIREMENTS**

- : R1 200 426 – R1 371 489 per annum, (all-inclusive OSD salary package)
- : King William's Town
- : An Engineering (B Eng / BSc Eng.) Degree or relevant qualification. Six (6) years post-qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of programme and project management. Understanding of engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and Development. Computer - aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision Making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management.

- Planning and organising. Conflict Management. Negotiation skills. Change Management. Must be available to travel as and when required often at short notice.
- DUTIES** :
- Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms A Sizani Tel No: (043) 604 5404
- For purposes of response handling, please email your application quoting the relevant reference number on the subject line to: RecruitHO01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** :
- NOTE** :
- Recruitment and Selection Unit
- This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
- POST 01/68** :
- ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 240125/02 (X2 POSTS)**
 Branch: Infrastructure Management Head Office
 Dir: Civil Engineering
 Sd: Dam Design
- SALARY** :
- R833 499 – R1 254 282 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)
- CENTRE** :
- REQUIREMENTS** :
- Pretoria Head Office
- An Engineering degree (B Eng/ B.Sc. (Eng) in Civil Engineering. Three (3) years post qualification experience in water infrastructure related to dam design, construction and safety of hydraulic structures. The disclosure of a valid unexpired drivers license. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Excellent knowledge and understanding of engineering design and analysis, legal compliance, project management, strategic capabilities, and leadership. Excellent communication skills (Written and verbal). Demonstrate appropriate knowledge and experience in the design and analysis of dams and computer

applications and software used for these purposes. Demonstrate knowledge of current standards and practices of dam engineering especially in hydraulics and hydraulic structures, hydrology, geology, foundations, structural design and building materials, dam safety regulations, management consulting engineers, contract administration and resolution of claims as well as computer applications, such as CAD, spreadsheets and project planning software, and the ability to work independently.

DUTIES : Engineering design and analysis, reviews, and approvals of dams and their appurtenant structures. Plan and manage engineering projects throughout the entire project life cycle. Basic legal background and contract management skills for the implementation of civil engineering projects. Ensure adherence to standard and to sound engineering principles on civil engineering projects. Promote skills transfer and development of candidate engineers. Manage resources and inputs for the facilitation of resource utilisation. Research and development. Office administration and budget planning.

ENQUIRIES APPLICATIONS : Mr T.N Burger Tel No: (012) 336 7694
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/69 : **ENGINEER PRODUCTION GRADE A - C REF NO: 240125/03 (X2 POSTS)**
Branch: Infrastructure Management Head Office
Dir: Civil Engineering
Sd: Bulk Pipe Systems

SALARY : R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Pretoria Head Office
: An Engineering Degree (B Eng/BSc Eng) in Civil Engineering. Three (3) years post qualification Civil engineering experience required. Compulsory registration with the Engineering Council of South Africa as a Professional Engineer. The disclosure of a valid unexpired drivers license. Competency and experience on the implementation of civil engineering projects and design of hydraulic structures and pipelines. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance. Understanding of computer aided engineering applications. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).

DUTIES : Engineering design and analysis effectiveness. Perform review and approvals for dam, canal and bulk pipe design components. Plan and manage engineering principles and codes of good practice to candidate engineers. Manage resources and inputs for the facilitation of resource utilization. Application of research and development procedures. Continuous professional development to keep up with new technology and procedures within Engineering, office administration and budget planning.

ENQUIRIES APPLICATIONS : Mr MJ Mabela Tel No: (012) 336 6564
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/70 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SANITATION SERVICES REGULATION REF NO: 240125/04**
Branch: Provincial Operations: Free State

SALARY : R580 551 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : A four (4) year Degree or equivalent in Environmental Management or Natural Science field. Six (6) years post qualification in Water Resource/Services Management or Regulation. Previous involvement as an assessor for Green Drop regulatory programme will be an added advantage. A valid driver's license. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint),

and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience in Project and Programme Management. Research and Development skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Environmental Management Act (NEMA), National Water Act (NWA), Water Services Act (WSA) and related legislations. Willingness to travel extensive hours.

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

ENQUIRIES : Mr N Musekene Tel No: (051) 405 9000
APPLICATIONS : (Bloemfontein) Please email your application quoting the correct reference number on the subject line to: ControlSSR25@dws.gov.za or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to Private Bag 528, Bloemfontein, 9301.

FOR ATTENTION : Ms Z Matshiana

POST 01/71 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: DRINKING WATER REGULATION REF NO: 240125/05**
 Branch: Provincial Operations: Free State

Salary : R580 551 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : Four (4) year Degree or equivalent in Environmental Management or Natural Science field. Six (6) years post qualification in Water Services Management or Regulation. Previous involvement as an assessor for Blue Drop regulatory programme will be an added advantage. The disclosure of a valid unexpired driver's license. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), and other software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals outside of the organization. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience in Project and Programme Management. Research and Development skills. Technical report writing and professional judgement skills. Data analysis and presentation skills. Knowledge of policy development and analysis. Financial Management Skills. Understanding of Public Finance Management Act (PFMA), National Water Act (NWA), Water Services Act (WSA) and related legislations. Willingness to travel extensive hours.

DUTIES : Conducting of inspections on water supply systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring

compliance to drinking water quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to drinking water quality standards and monitoring remedial actions. Investigation of drinking water quality failures, issuing relevant non-compliance letters and ensure initiating of emergency management protocol by Water Services Institutions where necessary. Monitoring loading of drinking water services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Preparations, and conducting of assessments relating to Blue Drop regulatory Programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Blue Drop programme. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centres, etc.). Provide inputs to the Operational Plan of the Directorate. Assist with budgeting and procurement processes of the sub-directorate. Assist with compilation and submission of monthly, quarterly and annual reports (finance, performance, and risk) for the sub-directorate. Manage and supervise work of subordinates.

- ENQUIRIES** : Mr N Musekene Tel No: (051) 405 9000
- APPLICATIONS** : Please submit your applications quoting the correct reference number on the subject line to: ControlDWR25@dws.gov.za or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor or post to Private Bag 528, Bloemfontein, 9301
- FOR ATTENTION** : Ms Z Matshiana
- POST 01/72** : **CONTROL ENGINEERING TECHNICIAN PRODUCTION GRADE A (ELECTRICAL) REF NO: 240125/06**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
 Re-advertisement, applicants who have previously applied must re-apply
- SALARY** : R522 741 per annum, (OSD)
- CENTRE** : Jericho Dam (Usutu River)
- REQUIREMENTS** : A National Diploma in Electrical Engineering. Six (6) Years post qualification technical electrical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Relevant experience in the field of Integrated Water Resources Management (IWRM) will serve as added advantage. Good written and verbal communication skills. Report writing and reviewing skills. Project, financial, time and interpersonal management skills. Knowledge of water resource assessment and planning, water requirements, systems analysis, and water quality aspects. Knowledge of water resources management decision support systems. Demonstrated and clear experience with relevant water resource assessment will serve as an added advantage, planning, and yield models. Knowledge and ability to conduct water availability assessments for various purposes including authorisation. Knowledge of existing legislation affecting the work environment. Knowledge of contractual and legal requirements. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Strategic capabilities 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, Accountability, and ethical conduct.
- DUTIES** : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the

technical/engineering operational plan. Ensure the development, implementation, and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Responsible for the financial management of the section. General office management of the section to liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr MM Sethosa Tel No: (017) 846 6000
APPLICATIONS : Jericho Dam (Usutu River) please email your application quoting the reference number to: Recruitment.JrdCET@dws.gov.za NWRI, Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Ms K.E. Thomo

POST 01/73 : **CONTROL ENGINEERING TECHNICIAN PRODUCTION GRADE A (MECHANICAL): REF NO: 240125/07**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
 Re-advertisement, applicants who have previously applied must re-apply

SALARY : R522 741 per annum, (OSD)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : A National Diploma in Mechanical Engineering. Six (6) Years post qualification technical mechanical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Relevant experience in the field of Integrated Water Resources Management (IWRM). Good written and verbal communication skills. Report writing and reviewing skills. Project, financial, time and interpersonal management skills. Knowledge of water resource assessment and planning, water requirements, systems analysis, and water quality aspects. Knowledge of water resources management decision support systems. Demonstrated and clear experience with relevant water resource assessment, planning, and yield models. Knowledge and ability to conduct water availability assessments for various purposes including authorisation. Knowledge of existing legislation affecting the work environment. Knowledge of contractual and legal requirements. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Strategic capabilities 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, Accountability, and ethical conduct.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation, and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and Development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Responsible for the financial management of the section. General office management of the section to liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr MM Sethosa Tel No: (017) 846 6000

APPLICATIONS : Jericho Dam (Usutu River) please forward your application quoting the reference number to: Recruitment.JrdCET@dws.gov.za NWRI, Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office.

FOR ATTENTION : Ms K.E. Thomo

POST 01/74 : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A -C REF NO: 240125/08**
Branch: Infrastructure Management Head Office
Dir: Civil Engineering: Bulk Pipe Systems

SALARY : R429 930 – R654 252 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor of Technology (B-Tech) in Civil Engineering. Three (3) years post qualification technical Civil engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and Experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing. Must be prepared to work away from the office and travel extensively for extended periods of time.

DUTIES : Manage technical services and support in conjunction with Engineers. Monitor, analyse and determine actions to ensure effective contract administration. Co-ordinate the development of Service Level Agreements and manage all types of signed contracts. Monitor and evaluate contract performance in line with the service Level Agreements. Monitor Compliance and control in contract management, co-ordinate improved service delivery. Ensure the promotion of safety in line with statutory and regulatory requirements. Manage administrative, human resources and related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Liaise with relevant bodies/councils on engineering related matters Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. Research and development through continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr. J. Mabela Tel No: (012) 336-6564

APPLICATIONS : Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHQ01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/75 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (CIVIL) REF NO: 240125/09**
Branch: Infrastructure Management Head Office
Dir: Civil Engineering
Sd: Open Channel Systems

SALARY : R371 253 – R 556 080 annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Civil Engineering. Three (3) years post qualification technical Civil Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid expired driver's licence. Experience in project and contract management. Knowledge of technical design and analysis. Research and development. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus

and responsiveness. Excellent communication skills. Good computer skills. People management, planning and organising. Change management and people management skills.

DUTIES : Assist Engineers, Technologists and Control Engineering Technicians in the field, workshop and office activities. Promote safety in line with statutory and regulatory requirements. Produce technical designs with the specifications and submit for evaluation and approval to the relevant authority. Perform site supervision, contract management and project management at projects being implemented. Develop, implement and maintain databases. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

ENQUIRIES APPLICATIONS : Mr H Luttig Tel No: (012) 336 8095
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/76 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C (CIVIL) REF NO: 240125/10 (X2 POSTS)**
Branch: Infrastructure Management Head Office
Dir: Civil Engineering Sd: Dam Design

SALARY : R371 253 – R556 080 annum, (OSD), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Pretoria
: A National Diploma in Civil Engineering. Three (3) years post qualification technical Civil Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Experience in project and contract management. Knowledge of technical design and analysis. Research and development. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Excellent communication skills. Good computer skills. People management, planning and organising. Change management and people management skills.

DUTIES : Assist Engineers, Technologists and Control Engineering Technicians in the field, workshop and office activities. Promote safety in line with statutory and regulatory requirements. Produce technical designs with the specifications and submit for evaluation and approval to the relevant authority. Perform site supervision, contract management and project management at projects being implemented. Develop, implement and maintain databases. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.

ENQUIRIES APPLICATIONS : Mr T. Maphaqa Tel No: (012) 336-2106
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/77 : **ARTISAN FOREMAN GRADE A: ELECTRICAL REF NO: 240125/11**
Branch: Infrastructure Management: Central Operation
Dir: Operations Central
Sd: Maintenance

SALARY : R362 130 per annum, (OSD)

CENTRE : Jericho Dam (Usutu River)

REQUIREMENTS : Appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical

- skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.
- DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete a practical and theoretical test.
- ENQUIRIES APPLICATIONS** : Mr A.P Maphanga Tel No: (017) 846 6000
: Jericho Dam (Usutu River) Please email your application quoting the reference number to: Recruitment.JrdArtf@dws.gov.za or hand deliver to the Department of Water and Sanitation, Jericho Dam, Admin Building, Amsterdam, Human Resource office or post to The Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375.
- FOR ATTENTION** : Ms K.E. Thomo
- POST 01/78** : **CHIEF SECURITY OFFICER REF NO: 240125/12**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern
Re-advertisement, applicants who have previously applied must re-apply
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Mokolo Pump Station
: A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. A valid 3 firearms competency (SAPS Firearm Competency Certificate for Rifle, Shotgun and Pistol). The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security management. Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills.
- DUTIES** : Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Coordination of training on firearms as to ensure competency. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conduct security awareness. Manage the total physical security at the area offices and National Key Point (NKP). Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Inspections of all installations of all buildings and advise management of all risks. Investigate all incidents that have occurred in the offices and liaise with relevant stakeholders. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager. Manage private security service provider's contracts. Provide operational and administrative assistance about security activities, forums, trainings, vetting, risk assessments and security reports. Manage and evaluate staff performance on an on-going basis. Conduct investigations where necessary.
- ENQUIRIES** : Mr IR Mmutloane at 087 943 3702

- APPLICATIONS** : Please email your application quoting the relevant reference number on the subject to: NOPSRRecruitHBP@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, Old Rustenburg Road, Hartbeespoort, 0216 Hartbeespoort Area Office or post to Private Bag X352, Hartbeespoort, 0216
- FOR ATTENTION** : HR Section
- POST 01/79** : **DRIVER (EXTRA HEAVY MOTOR VEHICLE) REF NO: 240125/13**
Branch: Infrastructure Management: Southern Operations
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)
: Uitkeer
: A Grade 10 certificate (or equivalent) qualification. The disclosure of a valid unexpired EC driver's license and a valid professional drivers permit (PdP). One (1) to three (3) years' experience in operation of heavy motor vehicle. Knowledge in driving services. Knowledge in operating service. Knowledge of organizational policies and procedures. Knowledge of process flow. Good communication skills (both oral and written).
- DUTIES** : Responsible for implementing best practices of driver / operation system. Analyse logistics operations. Conduct quality assurance of driver / operator systems. The delivery and collection of passengers and the maintenance of register regarding deliveries and pickups. Accountable for the routine maintenance of vehicles. Routine inspection for visible defects around the exterior of vehicle. Monitor various fluid levels. Monitor the utilisation of vehicle / operating system. Attend to special requests. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. Ensure that vehicles and operators are guarded where they are kept. Ensure that working area is clean where equipment is kept to avoid the fire hazards. Promote occupational health and safety on an ongoing basis.
- ENQUIRIES APPLICATIONS** : Mr SF Cannon Tel No: (063 500 6215 / 042 242 6100)
: Southern Operations (Uitkeer) Please email your application quoting the relevant reference number on the subject line to: SORecruit01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit

INTERNSHIP PROGRAMME: TWENTY-FOUR (24) MONTHS

The Department of Water and Sanitation invites unemployed South African graduates who are between the ages of 18-35 to apply for the 2025/26 Internship Programme. Graduates must be in possession of a National Diploma or Degree from South African recognised University. Candidates that have successfully completed all theoretical studies and are in need of experiential training portion of their studies in order to obtain their qualification are invited to apply. The Department is an equal opportunity employer. Applicants must not have participated in an internship programme previously (subject to verification). It is our intention to promote representativity (race, gender, and disability). In terms of the Department's Employment Equity Plan, greater percentage of interns with disability will be taken onto the programme, who are therefore encouraged to apply.

- CLOSING DATE** : 24 January 2025, Time: 16h00
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered.

OTHER POSTS

- POST 01/80** : **INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 240125/14 (X3 POSTS)**
Branch: Director-General
Cd: Risk Management
- STIPEND** : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Risk Management / Internal Audit / Auditing / Accounting.
- ENQUIRIES** : Ms R Tema Tel No: (012) 336 8759
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 01/81** : **INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 240125/15 (X1 POST)**
Branch: Director-General
Cd: Risk Management
- STIPEND** : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Risk Management / Internal Audit / Auditing / Accounting.
- ENQUIRIES** : Ms R Tema, Tel No: 012 336 8759
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
NOTE : Earmarked for persons with disabilities.
- POST 01/82** : **INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 240125/16 (X1 POST)**
Branch: Provincial, Entity Governance & International Corporation
- STIPEND** : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Office Administration /Public Administration or Management.
- ENQUIRIES** : Mr Vincent Molatana Tel No: (012) 336 8610
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 01/83** : **INTERNSHIP PROGRAMME: EMPLOYEE HEALTH AND WELLNESS REF NO: 240125/17 (X1 POST)**
Branch: Corporate Support Services
Directorate: Employee Health and Wellness
- STIPEND** : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Occupational Health and Safety or Safety Management.
- ENQUIRIES** : T Mpshe Tel No: (012) 336 6594
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit

POST 01/84 : **INTERNSHIP PROGRAMME: EMPLOYEE HEALTH AND WELLNESS REF NO: 240125/18 (X1 POST)**
Branch: Corporate Support Services
Directorate: Employee Health and Wellness

STIPEND : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Social Work, Psychology or Social Sciences.

ENQUIRIES : A Moabelo Tel No: (012) 336 7787
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit
NOTE : Earmarked for persons with disabilities.

POST 01/85 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT REF NO: 240125/19 (X1 POST)**
Branch: Corporate Support Services
Directorate: Human Resource Performance & Development Management

STIPEND : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management / Human Resource Development.

ENQUIRIES : Mr Stephen Sete Tel No: (012) 336 8075
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/86 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT REF NO: 240125/20 (X1 POST)**
Branch: Corporate Support Services
Directorate: Human Resource Performance & Development Management

STIPEND : R89 408 per annum
CENTRE : Head Office Pretoria
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management / Human Resource Development.

ENQUIRIES : Mr Stephen Sete Tel No: (012) 336 8075
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit
NOTE : Earmarked for persons with disabilities.

POST 01/87 : **INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 240125/22 (X1 POST)**
Branch: Corporate Support Services
Cd: Facilities Management

STIPEND : R89 408 per annum
CENTRE : Pretoria (Roodeplaat)
REQUIREMENTS : Study Field: National Diploma or Degree in Office Administration / Public Management.

ENQUIRIES : Mr L Skosana Tel No: (012) 943 3303
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit
NOTE : Earmarked for persons with disabilities.

POST 01/88 : **INTERNSHIP PROGRAMME: HOSPITALITY MANAGEMENT REF NO: 240125/ 23 (X3 POSTS)**
Branch: Corporate Support Services
Cd: Facilities Management

STIPEND : R89 408 per annum
CENTRE : Pretoria (Roodeplaas)
REQUIREMENTS : Study Field: N6 Certificate or National Diploma in Hospitality Management.
ENQUIRIES : Mr B Malaza Tel No: (012) 943 3305
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 01/89 : **INTERNSHIP PROGRAMME: HOSPITALITY MANAGEMENT DEVELOPMENT REF NO: 240125/24 (X1 POST)**
Branch: Corporate Support Services
Cd: Facilities Management

STIPEND : R89 408 per annum
CENTRE : Pretoria (Roodeplaas)
REQUIREMENTS : Study Field: N6 Certificate or National Diploma in Hospitality Management.
ENQUIRIES : Mr B Malaza Tel No: (012) 943 3305
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: Recruit01HO@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit
NOTE : Earmarked for persons with disabilities.

POST 01/90 : **INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT REF NO: 240125/25 (X3 POSTS)**
Branch: Provincial Operations Mpumalanga: Water and Sanitation Services Management

STIPEND : R89 408 per annum
CENTRE : Mbombela
REQUIREMENTS : Study Field: National Diploma or Degree in Financial Management / Accounting.
ENQUIRIES : Ms SC Ngomane Tel No: (013) 759 7358
APPLICATIONS : Mpumalanga (Mbombela): Please email your application quoting the relevant reference number on the subject line to: MPRecruitFIN@dws.gov.za or hand deliver to Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela.

FOR ATTENTION : Ms FM Mkhwanazi

POST 01/91 : **INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION AND TECHNOLOGIES AND COMMUNICATION REF NO: 240125/26 (X3 POSTS)**
Branch: Provincial Operations Mpumalanga: Water and Sanitation Services Management

STIPEND : R89 408 per annum
CENTRE : Mbombela
REQUIREMENTS : Study Field: National Diploma or Degree in Information and Communication Technologies / Information Technology or relevant study field.
ENQUIRIES : Mr PC Mthimkhulu Tel No: (013) 759 7336
APPLICATIONS : Mpumalanga (Mbombela): Please email your application quoting the relevant reference number on the subject line to: MPRecruitCS@dws.gov.za or hand deliver to Cnr Brown & Paul Kruger Street, Ground Floor, Prorum Building, Mbombela.

FOR ATTENTION : Ms FM Mkhwanazi

POST 01/92 : **INTERNSHIP PROGRAMME: COMMUNICATION REF NO: 240125/27 (X1 POST)**
Branch: Provincial Operations Mpumalanga: Water and Sanitation Services Management

STIPEND : R89 408 per annum
CENTRE : Mbombela
REQUIREMENTS : Study Field: National Diploma or Degree in Communication / Media Studies.
ENQUIRIES : Mr BT Khoza Tel No: (013) 759 7338
APPLICATIONS : Mpumalanga (Mbombela) Please email your application quoting the relevant reference number on the subject line to: MPRecruitCS@dws.gov.za or hand deliver to Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200.

FOR ATTENTION : Ms FM Mkhwanazi

POST 01/93 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 240125/28 (X3 POSTS)**
Branch: Provincial Operations Mpumalanga: Water and Sanitation Services Management

STIPEND : R89 408 per annum
CENTRE : Mbombela
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management
ENQUIRIES : Ms FM Mkhwanazi Tel No: (013) 759 7515
APPLICATIONS : Mpumalanga (Mbombela) Please email your application quoting the relevant reference number on the subject line to: MPRecruitCS@dws.gov.za or hand deliver to Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela.

FOR ATTENTION : Ms FM Mkhwanazi

POST 01/94 : **INTERNSHIP PROGRAMME: AUXILIARY SERVICES REF NO: 240125/ 29 (X2 POSTS)**
Branch: Provincial Operations Mpumalanga: Water and Sanitation Services Management

STIPEND : R89 408 per annum
CENTRE : Mbombela
REQUIREMENTS : Study Field: National Diploma or Degree in Public Administration.
ENQUIRIES : Mr ME Senyolo Tel No: (013) 759 7383
APPLICATIONS : Mpumalanga (Mbombela) Please email your application quoting the relevant reference number on the subject line to: MPRecruitCS@dws.gov.za or hand deliver to Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela.

FOR ATTENTION : Ms FM Mkhwanazi
NOTE : One post earmarked for persons with disabilities.

POST 01/95 : **INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT REF NO: 240125/30 (X3 POSTS)**
Branch: Provincial Operations Eastern Cape

STIPEND : R89 408 per annum
CENTRE : King William's Town
REQUIREMENTS : Study Field: National Diploma or Degree in Financial Management or relevant qualification.
ENQUIRIES : Mr MK Noah Tel No: (043) 604 5372
APPLICATIONS : Eastern Cape (King William's Town): Please email your application quoting the relevant reference number to Recruit01EC@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Mr MK Noah

POST 01/96 : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 240125/31 (X2 POSTS)**
Branch: Provincial Operations Eastern Cape

STIPEND : R89 408 per annum
CENTRE : King William's Town
REQUIREMENTS : Study Field: National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management relevant qualification.

ENQUIRIES : Mr MK Noah Tel No: (043) 604 5372
APPLICATIONS : Eastern Cape (King William's Town): Please email your application quoting the relevant reference number to Recruit01EC@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Mr MK Noah

POST 01/97 : **INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGIES REF NO: 240125/32 (X1 POST)**
Branch: Provincial Operations Eastern Cape

STIPEND : R89 408 per annum
CENTRE : King William's Town
REQUIREMENTS : Study Field: National Diploma or Degree in Information Communication Technologies or relevant qualification.

ENQUIRIES : Mr MK Noah Tel No: (043) 604 5372
APPLICATIONS : Eastern Cape (King William's Town): Please email your application quoting the relevant reference number to Recruit01EC@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Mr MK Noah

POST 01/98 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 240125/33 (X1 POST)**
Branch: Provincial Operations Eastern Cape

STIPEND : R89 408 per annum
CENTRE : King William's Town
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management / Management of Training / Human Resource Development / Labour Relations or relevant qualification.

ENQUIRIES : Mr MK Noah Tel No: (043) 604 5372
APPLICATIONS : Eastern Cape (King William's Town): Please email your application quoting the relevant reference number to Recruit01EC@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Mr MK Noah
NOTE : Earmarked for a person with a disability

POST 01/99 : **INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 240125/34 (X1 POST)**
Branch: Provincial Operations Eastern Cape

STIPEND : R89 408 per annum
CENTRE : King William's Town
REQUIREMENTS : Study Field: National Diploma or Degree in Public Management / Administration or relevant qualification.

ENQUIRIES : Mr MK Noah Tel No: (043) 604 5372
APPLICATIONS : Eastern Cape (King William's Town): Please email your application quoting the relevant reference number to Recruit01EC@dws.gov.za or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600 or post to Private Bag X7485, King Williams Town, 5600.

FOR ATTENTION : Mr MK Noah

POST 01/100 : **INTERNSHIP PROGRAMME: ADMINISTRATION (MONITORING AND EVALUATION) REF NO: 240125/35 (X1 POST)**
Branch: Provincial Operations; Northwest

STIPEND CENTRE REQUIREMENTS : R89 408 per annum
: Mahikeng
: Study Field: National Diploma or Degree in Social Science / Development Studies.

ENQUIRIES APPLICATIONS : Ms C Shai Tel No: (018) 387 9500
: Northwest (Mahikeng): Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/101 : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 240125/36 (X2 POSTS)**
Branch: Provincial Operations Northwest

STIPEND CENTRE REQUIREMENTS : R89 408 per annum
: Mahikeng (X1 Post)
: Hartebeespoort (X1 Post)
: Study Field: National Diploma or Degree in Supply Chain Management / Purchasing Management.

ENQUIRIES APPLICATIONS : Ms G Kobue Tel No: (018) 387 9500
: Northwest (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/102 : **INTERNSHIP PROGRAMME: FINANCIAL ACCOUNTING REF NO: 240125/37 (X3 POSTS)**
Branch: Provincial Operations Northwest

STIPEND CENTRE REQUIREMENTS : R89 408 per annum
: Mahikeng (X1 Post)
: Hartebeespoort (X2 Posts)
: Study Field: National Diploma or Degree in Financial Management / Accounting / Cost and Management Accounting.

ENQUIRIES APPLICATIONS : Ms G Kobue Tel No: (018) 387 9500
: Northwest (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/103 : **INTERNSHIP PROGRAMME: ASSET MANAGEMENT REF NO: 240125/38 (X1 POST)**
Branch: Provincial Operations Northwest

STIPEND CENTRE REQUIREMENTS : R89 408 per annum
: Mahikeng
: Study Field: National Diploma or Degree in Asset Management / Supply Chain Management.

ENQUIRIES APPLICATIONS : Ms G Kobue Tel No: (018) 387 9500
: Northwest (Mahikeng), (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/104 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 240125/39 (X1 POST)**
Branch: Provincial Operations Northwest

STIPEND : R89 408 per annum
CENTRE : Mahikeng
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management / Industrial Psychology.

ENQUIRIES : Mr T Tshethane Tel No: (018) 011 3714
APPLICATIONS : Northwest (Mahikeng), (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and deliver.

FOR ATTENTION : Mr T Tshethane
NOTE : Earmarked for persons' with disabilities.

POST 01/105 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 240125/ 40 (X1 POST)**
Branch: Provincial Operations Northwest

STIPEND : R89 408 per annum
CENTRE : Mahikeng
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management / Industrial Psychology.

ENQUIRIES : Mr T Tshethane Tel No: (018) 011 3714
APPLICATIONS : Northwest (Mahikeng), (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/106 : **INTERNSHIP PROGRAMME: COMMUNICATION REF NO: 240125/41 (X1 POST)**
Branch: Provincial Operations; Northwest

STIPEND : R89 408 per annum
CENTRE : Mahikeng
REQUIREMENTS : Study Field: National Diploma or Degree in Communication / Marketing / Journalism.

ENQUIRIES : Ms K Bolokang Tel No: (018) 387 9596
APPLICATIONS : Northwest (Mahikeng), (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/107 : **INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION TECHNOLOGIST REF NO: 240125/42 (X1 POST)**
Branch: Provincial Operations Northwest

STIPEND : R89 408 per annum
CENTRE : Mahikeng
REQUIREMENTS : Study Field: National Diploma or Degree in Information and Communication Technologist / Computer Science.

ENQUIRIES : Ms E Mmutle Tel No: (018) 387 9500
APPLICATIONS : Northwest (Mahikeng), (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West,

Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/108 : **INTERNSHIP PROGRAMME: WSIDG REF NO: 240125/43 (X2 POSTS)**
Branch: Provincial Operations Northwest

STIPEND : R89 408 per annum
CENTRE : Mahikeng
REQUIREMENTS : Study Field: National Diploma or Degree in Public Administration / Business Administration.

ENQUIRIES : Ms E Mmutle Tel No: (018) 387 9500
APPLICATIONS : Northwest (Mahikeng), (Mahikeng), Please forward your applications quoting the relevant reference number to Recruit01NW@dws.gov.za or hand deliver to: Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor, or post to: The Provincial Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 or and deliver.

FOR ATTENTION : Mr T Tshethane

POST 01/109 : **INTERNSHIP PROGRAMME: COMMUNICATION / MEDIA STUDIES REF NO: 240125/44 (X1 POST)**
Branch: Provincial Operations: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Communication / Media Studies.
ENQUIRIES : Mr Sydney Nevhorwa Tel No: (012) 392 1324
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

FOR ATTENTION : Mr E Pinga

POST 01/110 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT REF NO: 240125/45 (X1 POST)**
Branch: Provincial Operations: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Human Resource Management / Human Resource Development.
ENQUIRIES : Ms Patience Nkuna-Nomandla Tel No: (012) 392 1337
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

FOR ATTENTION : Ms A Nyathi

POST 01/111 : **INTERNSHIP PROGRAMME: EMPLOYEE RELATIONS REF NO: 240125/46 (X1 POST)**
Branch: Provincial Operation: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Employee Relations.
ENQUIRIES : Ms Idah Phasha Tel No: (012) 392 1461
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

FOR ATTENTION : Ms B Mekwa

POST 01/112 : **INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT REF NO: 240125/47 (X5 POSTS)**
Branch: Provincial Operation: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Financial Management.
ENQUIRIES : Mr Mashudu Mukwevho Tel No: (012) 392 1378
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

FOR ATTENTION : Ms M Malatji

POST 01/113 : **INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: 240125/48 (X3 POSTS)**
Branch: Provincial Operation: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Supply Chain Management.
ENQUIRIES : Mr Mashudu Mukwevho Tel No: (012) 392 1378
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

FOR ATTENTION : Ms M Mohuba

POST 01/114 : **INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 240125/49 (X1 POST)**
Branch: Provincial Operation: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Public Administration / Management Administration or Arts.
ENQUIRIES : Ms Irene Ndabula Tel No: (012) 392 1570
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.

NOTE : Earmarked for persons with disabilities.

POST 01/115 : **INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: 240125/50 (X2 POSTS)**
Branch: Provincial Operation: Gauteng

STIPEND : R89 408 per annum
CENTRE : Gauteng
REQUIREMENTS : Study Field: National Diploma or Degree in Information Technology.
ENQUIRIES : Mr T Diradingwe Tel No: (012) 392 1424
APPLICATIONS : Gauteng (Pretoria): Please email your application quoting the relevant reference number on the subject line to: GautengHRApplications@dws.gov.za or hand deliver to Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001, 15th Floor Reception.