the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2026
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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 CIVILIAN SECRETARIAT FOR POLICE SERVICE:** Kindly note that an error was identified in the email address provided for the Internship: Internal Audit position with Ref No: CSP/26/2026, advertised in the Public Service Vacancy Circular 37 dated 16 October 2026, with a closing date: 30 October 2026. Applicants are requested to submit their applications to either of the following email addresses: Lindiwe.Thubana@csp.gov.za or Intern-IA@csp.gov.za

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SOrecruit99@nda.gov.za.
CLOSING DATE	:	06 November 2026 at 16:00
NOTE	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Application: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. **ERRATUM:** The erratum issued on the Public Service Circular regarding the withdraw the post of Senior Security Officer with Ref No: 3/3/1/83/2026 which was published in the Public Service Vacancy Circular 35 dated 02 October 2026 has been withdrawn, the Department will continue to fill the post.

OTHER POST

POST 38/01	:	**SCREENING OFFICER REF NO: 3/3/1/99/2026** Directorate: Vetting, Screening and Special Investigation
	:	12 Months Fixed Term Contract
SALARY	:	R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
CENTRE	:	Gauteng (Pretoria)

REQUIREMENTS	:	Applicants must be in possession of grade 12 certificate and Degree / National Diploma in Security Risk Management / Policing / Police Science. Minimum of (one) 1 year experience in relevant environment. Job Related Knowledge: Knowledge on security administration. Extensive knowledge of security systems.
DUTIES	:	Render security screening of new employees: Receive request from Human Resource Administration. Register in screening databases. Receive screening request from various branches. Conduct security screening for special events. Take fingerprints of candidates. Retrieve security screening information from internal and external databases: Conduct credit check verification. Conduct criminal check verification. Conduct qualification verification. Identity verification. Conduct employment check verification. Liaise with State Security Agency and Police for screening matters: Conduct integrity checks. Conduct administration of security and background processes: Open screening files. Compile security screening request letter to SSA and SAPS. Distribute security report to HRA.
ENQUIRIES	:	Mr M Mnguni Tel No: (012) 319 7127
NOTE	:	EE Target: Africans, Coloured, Whites, Indians and Persons with disability will be given preference

ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

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

APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application HR@dbe.gov.za in PDF format. Please visit the Department of Education's website at www.education.gov.za
CLOSING DATE	:	06 November 2026
FOR ATTENTION	:	Ms N Monyela/ Mr M Segowa
NOTE	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full detail of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za /training-course-SMS-pre-entry programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process Note: Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

POST 38/02 : **DIRECTOR: PUBLIC EXAMINATION REF NO: DBE/74/2026**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: National Assessment and Public Examinations
Directorate: Public Examinations

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Department of Basic Education (Pretoria)
REQUIREMENTS : An appropriate NQF Level 7 qualification (as recognised by SAQA) in Education or a related field. A postgraduate qualification will be an added advantage. A minimum of five (5) years' experience at a middle/senior management level, of which at least three (3) years must be within the education assessment and examinations. Sound knowledge curriculum Policies and Assessment Policies. Sound knowledge of the National Senior Certificate (NSC) examination system, including question paper development, moderation, standardisation processes, quality assurance processes, marking, monitoring of examinations, examinations policy and examination irregularities. Working knowledge of the General and Further Education and Training Quality Assurance Act, 2001 and the Regulations Pertaining to the Conduct, Administration and Management of the NSC Examinations. Knowledge of the Public Finance Management Act, 1999, and other relevant prescripts governing public examinations administration. Proven project management, strategic leadership, and stakeholder liaison skills, including engagement with provincial education departments, examiners, moderators, and Umalusi. Process competencies: Knowledge Management; Service Delivery Innovation; Report Writing; Problem Solving and Analysis; Client Orientation and Customer Focus; and Communication. Core competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; People Management and Empowerment; Communication; Innovation; and Creativity. A valid driver's licence and willingness to travel. The incumbent will undergo a vetting process through the State Security Agency before assumption of duty.
DUTIES : Manage, coordinate and support the activities of the Directorate: Public Examinations. Facilitate the setting of high-quality Grade 12 question papers for the National Senior Certificate examination and the Senior Certificate. Enhance the National quality assurance system for School Based assessment in Grade 12. Facilitate the implementation of high quality and standardised marking of the National Senior Certificate (NSC) and Senior Certificate (SC) across all marking centres and pilot e-marking. Support and co-ordinate the implementation of the NSC and SC examinations across the nine Provincial Education Departments. Manage irregularities and enhance the integrity of the NSC. Contribute to strengthening communication.
ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

OTHER POSTS

POST 38/03 : **DEPUTY DIRECTOR: WHOLE SCHOOL EVALUATION (WSE) REF NO: DBE/75/2026**
Branch: Teacher, Education Human Resources Management
Chief Directorate: Education Human Resources Management
Directorate: Education Performance Management & Development and Whole-School Evaluation

SALARY : R1 101 468 per annum (Level 12)
CENTRE : Department of Basic Education (Pretoria)
REQUIREMENTS : Applicants must be in possession of NQF level 6 post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; A post graduate will serve as an advantage; At least 10 years (10) years overall experience as an educator with five (5) years management experience; Experience in project management, supervision and managing a budget in line with strategic plan; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of

school evaluation, performance management and accountability systems; Knowledge of and insight into relevant education policies and legislation as well as CAPs; Knowledge of the national WSE-policy; Knowledge of research methods; Ability to conduct and report on classroom observations; Ability to keep up with a challenging education environment for the 21st Century; Adapt an outcomes approach and foster data-driven decision-making; Have capacity to work without supervision and be able to meet targets and deadline; Willingness to work extensive hours and be prepared to travel; Strong verbal and written communication skills; Good computer skills in Microsoft Office Programmes: Word, Excel and PowerPoint; Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; A valid driver's licence; Have a passion for making a positive contribution in the South African Education Sector.

DUTIES : The successful candidate will be responsible for planning and coordinating meetings and training of provincial WSE-supervisory teams and district officials; Developing training material and instruments for internal and external school evaluations; Monitoring and reporting on the quality and effectiveness of school evaluations; Analysing reports on lesson observations; Monitoring WSE post-address areas of underperformance; Effectively use reliable and valid data for School Improvement Plans to support systematic evaluation processes; Creating a repository of school evaluation reports for system wide consumption; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote improvement.

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

NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/04 : **DEPUTY DIRECTOR REF NO: DBE/76/2026**
Branch: Social Mobilisation and Support Service
Chief Directorate: Care and Support Service
Directorate: Health Promotion

SALARY : R1 101 468 per annum (Level 12)

CENTRE : Department of Basic Education (Pretoria)

REQUIREMENTS : Applicants must be in possession of NQF level 6 post matric qualification in or an equivalent qualification in Health Promotion, Health Science or Education as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; Understanding of the policy mandate, biomedical evidence and the social determinates relevant to provision of sexuality education and health education/promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescence; Knowledge of the education sector policies and strategies guiding the development; Implementation and management of HIV, STIs, and Teenage pregnancy prevention programmes in schools; An understanding of current school health policies and trends as well as the evidence and interventions aimed at vulnerable girl and boy is required; Stakeholder and partnership management is crucial in this position; Strong financial management skills are prerequisite for the position; Strong communication skills(both verbal and written) are essential, as are conceptual, organisational and administrative skills and networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field; A self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation and project management principles to their work.

DUTIES : The successful candidate will be responsible for managing and coordinating the HIV and AIDS conditional grant at National Level; Consolidating the monthly, quartley, annual financial and programme reports; Monitoring the performance of Provincial HIV and AIDS programme; Facilitating the development of the HIV and AIDS Life Skills Conditional Grant Framework and provincial business plans; Ensuring adherence to allocated budgets as per the approved business plans; Consolidating financial performance reports for the grant, management of the HIV & AIDS Life Skills programme incompliance to the grant framework in provinces, ensuring effective planning implementation, monitoring and evaluation of HIV and AIDS, STIs and TB programme activities and policies; Conducting oversight visit in the 9 provinces and hold

interprovincial meetings; Facilitating and maintaining strategic partnerships with sister departments and stakeholders.

ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/05 : **ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/77/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Public Administration, Supply Chain Management, Procurement, Logistics; A Minimum of three (3) years relevant experience in Supply Chain Management at supervisory level; Experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to work as a team; Good interpersonal relations; Ability to solve problems; Attention to details and excellent numeric skills.
DUTIES : The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function and support to the BSC and BEC; Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function and support to the Bid Adjudication Committee (BAC); Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers Service Providers are done within 30 days; Notifying the Suppliers Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions and contract close-out documents for further action; Performing any other work as related duties by the managers. Ensuring performance development and performance management of staff.
ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/06 : **SENIOR SECRETARY REF NO: DBE/78/2026**
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Psychosocial Support

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent; One (1) year relevant experience in rendering secretarial or administrative support services to senior management will serve as an added advantage; Knowledge of administrative and clerical procedures, departmental policies and public service regulatory frameworks; Ability to work under pressure, maintain confidentiality and manage multiple tasks; Good verbal and written communication skills, interpersonal relations, organisational and planning skills, telephone etiquette, record management, minute-taking and report writing skills; Sound knowledge of Microsoft Office applications (Word, Excel,

PowerPoint, Outlook and Teams); A valid driver's licence will be an added advantage.

DUTIES : The successful candidate will be responsible for providing secretarial and administrative support services to the Director: Psychosocial Support; Managing the diary of the Director by scheduling meetings, appointments and events; Receiving, screening and direct telephone calls and correspondence; Drafting routing correspondence, submissions, reports and presentations; Coordinating meetings, prepare agendas, take minutes and follow up on resolutions; Managing incoming and outgoing documents and ensure proper filing and records management systems are maintained in line with departmental policies and the National Archives and Records Service requirements; Arranging travel and accommodation for the Director and process related claims; Maintaining logistical and administrative support workshops, meetings and stakeholder engagement; Maintaining office supplies and ensuring the efficient functioning of the office; Liaising with internal and external stakeholders on behalf of the Director.

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

NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/07 : **SENIOR ADMINISTRATION CLERK REF NO: DBE/79/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY : R237 453 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of The Public Finance Management Act (PFMA); Knowledge of Treasury Regulations; Knowledge of applicable Supply Chain Management policies and procedures; Good verbal and written communication skills; Computer literacy, including proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft PowerPoint; Good organisational and planning skills; Good problem-solving skills; Good interpersonal and client-relations skills; Ability to work effectively as part of a team; Ability to work independently and under pressure; Good administrative and record-keeping skills.

DUTIES : The successful candidate will be responsible for Receipt of goods from service providers and verifying deliveries against purchase orders and other relevant supporting documentation; Ensuring that goods received are aligned with the specifications and quantities reflected in the applicable purchase orders; Ensuring that discrepancies between ordered and delivered goods are identified, recorded, reported and resolved with the relevant stakeholders; Monitoring stock levels and identify damaged, obsolete and slow-moving goods; Conducting regular stock counts and reconciliations and investigate discrepancies; Ensuring that goods are appropriately recorded, labelled, stored and controlled.

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

NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

ANNEXURE C

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Blacks and Whites are encouraged to apply.

APPLICATIONS : should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 09 November 2026 @ 15H45.

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability.

OTHER POSTS

POST 38/08 : **REGIONAL COMMISSIONER REF NO: HO 2026/11/01**

SALARY : R1 919 241 per annum, (all-inclusive package)

CENTRE : KwaZulu Natal Region

REQUIREMENTS : A postgraduate qualification (NQF level 8) in Public Administration / Law / Criminology / Social Sciences or relevant qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 8 -10 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy

development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Provide strategic leadership in ensuring effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Management of Justice, Crime Prevention Security cluster and other stakeholders in the region. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/09 : **DEPUTY COMMISSIONER: CORRECTIONAL SECURITY OPERATIONS REF NO: HO 2026/11/02**
Re-advertisement

SALARY : R1 582 272 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Security Management / Criminology / Behavioural Sciences or relevant qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: DCS/public service management knowledge. Policy development and analysis. Knowledge and understanding of security management dynamics. Intelligence and counter-intelligence operations and analysis. Research. Diplomacy and negotiation skills. Risk management. Strategic management and capability. Programme and project management.

DUTIES : Provide leadership and strategic direction within the chief directorate. Develop strategies, policies, procedures and frameworks to ensure alignment with business plan of the department. Ensure implementation and monitoring of the operational plans in line with the departmental strategic plan. Ensure safe and secure DCS facilities and provide security standards services with respect to DCS. Ensure that sufficient and effective emergency support team services are available in correctional centres to support officials in their duties to create a safe environment for both inmates and officials. Manage the creation and maintenance of a national operational centre. Manage the effective capacitation and management of emergency support teams. Manage stakeholder relations. Management of liaison in relation to client expectations (internal & external). Effectively participate in cluster programs (NatJOINTS etc). Manage correctional programmes rendered in the department. Ensure that correctional programmes are rendered effectively in the department. Develop policies based on the national guidelines practices, procedures and policies and ensure the implementation thereof. Management of risks within the chief directorate. Develop action plans to mitigate the identified risks. Monitor and evaluate the effectiveness of the control measures in place. Management of human resources, finance, assets and performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

POST 38/10 : **DEPUTY COMMISSIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HO 2026/11/03**
(Re-advertisement)

SALARY : R1 582 272 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Development/Public Administration or relevant qualification. Five (5) years' experience at a senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Financial Management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management, Change management. Client 4 5 Orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People Management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
DUTIES : Provide strategic leadership and direction for the chief directorate. Establishing strategic direction of the Department to ensure alignment with its objective. Monitor and ensure the implementation of the strategic plans. Development, management and monitoring of DCS training and development strategy. Develop, implement and manage the career management and succession planning programmes. Management and implementation of a performance management system linked to the strategic outcomes, functional responsibilities and individual performance. Foster effective relationships with all the relevant role players. Develop and maintain good relations within the department and other role players. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Manage the provision of the following services and functions: External Training and Standards. Core Curriculum. Functional and Management Training. Management of human resources, finances and assets. Management of performance information.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

POST 38/11 : **REGIONAL HEAD: INCARCERATIONS, CORRECTIONS AND REHABILITATION REF NO: HO 2026/11/04**

SALARY : R1 340 691 per annum, (all-inclusive package)
CENTRE : Limpopo, Mpumalanga and North West region
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] years of experience at a middle/senior managerial level. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations.

Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.

DUTIES : Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services and incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/12 : **AREA COORDINATOR: CORPORATE SERVICES REF NO: HO 2026/11/05**

SALARY : R1 340 691 per annum, (all-inclusive package)

CENTRE : KwaZulu Natal region: Durban

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Human Resource Management or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Security Clearance. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: In-depth knowledge of Human Resource policies and procedures. Planning, organizing, negotiation, counselling, analytical and problem solving, communication and listening, time management, diversity management and conflict management skills.

DUTIES : Responsibilities: Coordinate and manage human resource administration services within the Management Area. Coordinate and manage the utilisation of human resources and employee development. Coordinate human resource support services. Facilitate legal processes. Coordinate employee relations. Communication and information management. Coordinate special programmes. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/13 : **AREA COORDINATOR: INCARCERATIONS, CORRECTIONS AND REHABILITATION REF NO: HO 2026/11/06**

SALARY : R1 340 691 per annum, (all-inclusive package)

CENTRE : KwaZulu Natal region: Durban

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] years of experience at a middle/senior managerial level. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.

DUTIES : Manage the effective health care of offenders in the management area. Co-ordination of policy on health care. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services. Quality assessment of services. Manage spiritual care services to offenders. Co-ordination of policy on spiritual care services to offenders.

Quality assessment of religious care. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/14 : **PRINCIPAL PSYCHOLOGIST GRADE 1: THERAPEUTIC AND COUNSELLING SERVICES REF NO: HO 2026/11/23**
Directorate: Psychological Services

SALARY : R1 295 388 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : An appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant category (i.e. Clinical, Counselling, Educational, Industrial, Research Psychology). Registration with the HPCSA as Psychologist in any of the identified categories. A minimum of three (3) years appropriate experience as a Clinical Psychologist after registration with the HPCSA as Psychologist in any of the identified categories. Computer literacy. Valid driver's licence. Competencies And Attributes: Extensive experience in the provision of therapeutic and counselling services. Experience in the development, implementation, monitoring and evaluation of therapeutic intervention programmes. Knowledge and understanding of Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Professional values and attitude. Applied strategic thinking, communication, project management, presentations and report writing skills. Service delivery standards. Coaching, mentoring and training. Project and programme management, decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.

DUTIES : Management of therapeutic and counselling services. Provide professional and clinical guidance to Psychologists rendering therapeutic services in regions and correctional centres. Develop and review offender-focused therapeutic programmes aimed at addressing behavioural, emotional, cognitive, and social functioning challenges. Monitor the implementation and outcomes of therapeutic and counselling programmes nationally. Conduct and coordinate research relating to offender treatment, behavioural change, rehabilitation outcomes, and counselling interventions. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/15 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: HO 2026/11/24**
Directorate: Non-Communicable Diseases and Support Services

SALARY : R1 137 354 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of five [5] years appropriate experience after registration as a Pharmacist with the SAPC. Computer literate. Valid driver's licence. Competencies And Attributes: In-depth knowledge of Pharmacy Act, medicines and related Substances Control Act, national drug policy, good pharmacy practice in South Africa, SAPC regulations, OHSC norms and standards. Knowledge of pharmaceutical quantification, forecasting, procurement, inventory management, data analysis and management (stock levels, consumption trends, age analysis). Clinical and pharmaceutical care competencies, pharmacovigilance and patient safety systems. Risk management. Willingness to travel to support service delivery. Negotiation, problem solving and analysis, listening, communication and report-writing skills. Information management. Project and programme management. Change management. Stakeholder management. Service delivery innovation. Decision making. Integrity and honesty. Confidentiality.

		Good interpersonal relations. Assertiveness. Ability to network. Resilient. Diplomacy and tactful.
DUTIES	:	Coordinate and ensure procurement of pharmaceutical products. Manage pharmaceutical inventory and stock. Ensure and monitor regulatory compliance to South African Pharmacy Council (SAPC) requirements. Ensure rational medicine use, pharmacovigilance, research and clinical interventions. Develop and review policies, training, public health, advisory and support functions. Management of human resources, finance and assets. Management of performance information.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/16	**:**	**DEPUTY DIRECTOR: VETTING REF NO: HO 2026/11/25** Directorate: Security Standards and Management
SALARY	:	R1 101 468 per annum, (all-inclusive package)
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognised National Diploma/B Degree in Social Sciences/Policing/Security Management or related areas. Security vetting course is mandatory from a recognised institution. Three (3) to five (5) years investigations experience at a managerial/ Assistant Director (ASD) level. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and analysis, decision making, programme and project management, team leader, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. delegation and development of others, planning organising and execution, ability to manage conflict, diplomacy, language proficiency. Good insight, listening and communication skills.
DUTIES	:	Manage the execution of fieldwork investigations within the department. Establish and develop systems and processes that will ensure compliance in relation to the relevant legislations, policies, prescripts and procedures of personnel security. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Develop departmental policies, guidelines, norms and standards of vetting as set by NIA within the department in line with the legislative requirements and assist during the implementation and maintenance thereof. Manage resources, projects and files. Participate in project and task teams dealing with a variety of subject areas. Management of performance information.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/17	**:**	**DEPUTY MANAGER NURSING GRADE 1 [PN-A8]: NON-COMMUNICABLE DISEASES AND SPECIAL CARE REF NO: HO 2026/11/26** Directorate: Non-Communicable Diseases and Support Services
SALARY	:	R1 069 215 per annum, (all-inclusive package)
CENTRE	:	National Head Office
REQUIREMENTS	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of nine [9] years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including the grievance procedure and disciplinary code and procedure. Financial management, problem solving, decision making and facilitation skills. Ability to plan, organize, lead and control. Project, conflict management, training and development skills. Good report writing and time management skills. Ensuring confidentiality. Understanding of public service policies and legislative framework. Service delivery and client orientation. Integrity, honesty and assertiveness. Willingness to travel.
DUTIES	:	Develop, implement, monitor and review policies, programmes, guidelines and standard operating procedures relating to Non-Communicable Diseases (NCDs), special care and therapeutic and medical services. Coordinate and

oversee the prevention, management and control of non-communicable diseases within correctional centres. Coordinate and monitor the provision of therapeutic and medical support services within the department. Develop, implement, monitor and review medical parole policies, procedures and guidelines. Conduct risk assessments and develop risk management plans relating to NCDs, special care and therapeutic services. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/18 : **DEPUTY DIRECTOR: PAROLE ADMINISTRATION [NCB 4] REF NO: HO 2026/11/07**
Directorate: Pre-Release

SALARY : R962 394 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

DUTIES : Management of the policy on Correctional Supervision and Parole Boards (CSPBs). Conduct research on best international standards or practices. Management of the submission of profile reports for offenders sentenced to life imprisonment. Conduct quality assurance on lifer profile reports. Administration of the Correctional Supervision and Parole Boards. Development of guidelines, circulars and directives. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/19 : **DEPUTY DIRECTOR: SUPERVISION SERVICES [NCB 4] (REF NO: HO 2026/11/08**
Directorate: Supervision (Probationers and Parolees)

SALARY : R962 394 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

DUTIES : Facilitate the development of operational plan in line with parole and correctional supervision. Oversee research initiatives with regard to national and international trends of correctional and parole supervision. Coordinate the development and formulation of legislations, regulations, policies, manuals and guidelines with regard to correctional and parole supervision. Manage and

attend to enquiries from parliament or any other person or institution. Manage and attend to enquiries from practice. Manage and consolidate and provide inputs with regard to strategic documents, interpretation of legislation, regulations, policy, manuals and guidelines. Manage and ensure marketing and liaison with various stakeholders (internal and external). Monitoring and evaluation on the implementation of parole and correctional supervision. Manage human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/20 : **DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: HO 2026/11/27**
Directorate: Information Management

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office:
REQUIREMENTS : Degree in Library/Information Management or relevant qualification. Three (3) - five (5) years management experience at an ASD level in Knowledge Management/Business Management/Library Information Management. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge in information Management. Knowledge of business and management principles. Sound knowledge of research. Knowledge of experience in policy formation. Knowledge of business writing and case study development. A thorough understanding of relevant legislation, best practices and frameworks on Knowledge and Information Management communication, project and programme management, change management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment.

DUTIES : Establish and develop mechanisms and processes that will ensure knowledge generation, knowledge transfer and knowledge re-use in the DCS environment. Develop and implement knowledge management policy, marketing and change management plan. Communicate and execute knowledge management strategy and other knowledge management related projects and programs. Work with internal and external stakeholders to develop information and knowledge products. Develop and administer technologies for easy access to knowledge and information. Ensure data analysis and transform it into information, package and share across the department. Develop and implement data and information management strategy for the DCS. Apply meta data and data integrity for all information and knowledge products. Help entrench and institutionalise knowledge management plans, processes, procedures and all related plans. Develop and manage knowledge management strategy, policies and procedures for the department. Provide technical support on knowledge management issues to the department and relevant stakeholders. Develop and implement knowledge capacity building programme for the department and relevant stakeholders. Establish knowledge management learning networks/fora's for the department and ensure proper functioning of the departmental resource centre. Manage resources of the sub-directorate. Manage performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/21 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HO 2026/11/28 (X2 POSTS)**
Directorate: Risk and Ethics Management

SALARY : R932 292 per annum, all-inclusive package
CENTRE : National Head Office
REQUIREMENTS : Recognized National Diploma or Degree in Risk Management/Auditing/Accounting/Economics or relevant qualification. Three to five (3-5) years' managerial experience at an ASD level in Risk Management and Internal Auditing environment. Computer literacy. Valid driver's license. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, The Committee of Sponsoring Organizations (COSO) framework, King III report on corporate governance, labour legislation relevant to the post, anti-fraud, corruption policies and Public Service Regulations. Knowledge of risk management policies and procedures,

risk management principles and philosophy. Government financial systems and knowledge of risk management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills.

DUTIES : Manage the implementation of risk register. Monitoring of risk profiles. Risk management committees, national and regional. Enterprise-wide co-ordination. Develop risk management strategy, risk mitigation plan, skills development plan, risk assessment methodologies and techniques. Facilitate the development of generic awareness package, and conduct knowledge reviews through e.g. interviews, survey etc. conduct risk assessments, strategic and operational. Compilation of risk management reports, review the progress given by the branches and region to ascertain level of progress in terms of the risk mitigation. Monitor the implantation of the action plans by the regions and branches. Liaise with the external stakeholders on broader effective risk management strategies, i.e. National Treasury. Coordinate risk management committee at the regions. Coordinate risk management committee at the regions. Development of inputs to be incorporated in the risk management plan. Arrange regional risk management meetings. Provide secretarial function during the regional risk management committee and provide status quo on the risk mitigation plans. Management of performance of information, management of financial and human resources.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/22 : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: HO 2026/11/29**
Directorate: Security Standards and Management

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : Recognised Degree or National Diploma in Security Management or relevant qualification. 3-5 managerial experience at an ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Thorough knowledge of Public Service policies and regulations such as the Promotion of Access to Information Act, White Paper on Corrections and ICT Act. People management and empowerment. Strategic capability and leadership. Programme and project management. Problem solving and analysis. Governance principles, risk management principles, conflict management, presentation, time management, report writing and communication skills.

DUTIES : Manage and implement information Security objectives. Develop policies, procedures, standards and strategic operational plans. Research on new trends and development in the field of information security. Liaise, maintain and ensure client service and service delivery. Identify and service clients. Maintain a well-balanced interpersonal relation. Coordinate activities of information management substructure. Implement project plans. Achieve targets set in the project plan. Conduct the risk and threat assessment management. Engage in a comprehensive consultation process before drafting policies. Facilitate assessment of systems. Ensure optimal management of resources. Peoples management: Ensure team work, that officials understand their tasks and optimal utilisation of skills. Management of assets finances.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/23 : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: HO 2026/11/30**

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office: Strategic Planning Management

REQUIREMENTS : Recognised Degree or National Diploma in Public Administration/ Auditing/ Statistics/ Monitoring and Evaluation or relevant qualification. Five (5) years' experience in Monitoring and Reporting of which 3 years must be at a

managerial/ASD level. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of monitoring and evaluation processes. Knowledge of research methodologies. Knowledge of governmental guidelines. Public Finance Management. Policy framework for the government-wide monitoring and evaluation system. South African Statistical Quality Assessment Framework. National Evaluation Policy Framework (NEPF). Policy imperatives, strategic planning guidelines, management and development. Knowledge and experience of problem-solving technique. Planning and organisation. Relationship management, programme and project management. Analytical thinking, presentation, research data analysis, report writing, interpersonal, communication, interpersonal and diplomacy skills. Emotional intelligence, change management, risk management, goal orientation, leadership and people management skills.

DUTIES : Compilation of performance information reports for the department. Manage the collection, verification and evaluation of evidence-based performance information. Identify early signs of non-compliance or missed targets and offer corrective strategies to line managers. Establish and manage the institutional PoE framework. Review the source documents submitted by branches to ensure it completely supports the reported performance or reasons for deviations. Prepare data and performance presentations to internal stakeholders and external oversight bodies, including portfolio committees, audit committee, etc. Manage and develop policies and monitoring tools. Draft and institutionalize internal reporting SOPs so all branches understand how, when and where to submit their data. Oversee the implementation of the departmental monitoring and reporting tools. Facilitate the monitoring and reporting training for branches and regions. ensure provision of support services within the branch. Coordinate the strategic management forums and meetings for the quarterly and annual reports. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/24 : **DEPUTY DIRECTOR: PRODUCTION WORKSHOPS REF NO: HO 2026/11/31**
Directorate: Production Workshop and Agriculture

SALARY : R932 292 per annum, all-inclusive package
CENTRE : National Head Office:
REQUIREMENTS : Recognized Degree or National Diploma in Production Management/ Operations Management or relevant qualification. Project management will be an added advantage. 3-5 years management experience at an ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Plan, organize, lead and control. Change management. Team leadership. Project management. Problem solving and decision-making, facilitation and presentation skills. Conflict management. Report writing. Training and development. Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook). Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network with stakeholders. Influence and impact. Accountability. Willingness to travel. Applied strategic thinking.

DUTIES : Manage the policy and procedure formulation on production workshop and bakeries. Manage and coordinate the provision of production workshops and bakeries services. Ensure planning and operations management of production workshops and bakeries. Ensure adherence to service level standards. Monitoring and evaluation of productions workshops and bakeries to ensure optimum utilization of resources, cost savings, and production workshops revenue generation. Provide technical support services to regions and operational level. Report on the production/manufacturing output and financial performance of production workshops and bakeries. Ensure enhancement of self-sufficiency and sustainability in production workshops and bakeries, as well as offender development. Conduct economic analysis of production workshop and bakeries. Marketing of services rendered by production

workshops and bakeries. Delivery of organizational support services and administration. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/25 : **DEPUTY DIRECTOR: NETWORK ENGINEER REF NO: HO 2026/11/32**
Directorate: IT Infrastructure and Telephony

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : A recognised Degree or National Diploma in Information Technology/ Computer Science or relevant qualification. 3-5 years solid IT experience in Networks Infrastructure Management at an ASD level. Fortinet or Huawei certified network certifications will be an added advantage. Valid driver's licence. Competencies And Attributes: Strong IT Network Infrastructure skills is compulsory. Knowledge of multiple technical disciples (networks/TCP/IP, network topologies/Huawei or Fortinet Infrastructures, workstation connectivity, applicable software and troubleshooting techniques and web technology). Good customer relations, strong communication, problem-solving and report writing skills. Functional ability. Quick thinking. Diagnostic action research. Conceptual thinking. Innovative and creative. Assertiveness. Networking.

DUTIES : Manage network infrastructure within DCS. Design, implement and maintain hardware and software infrastructure. Configure IT equipment and network systems. Develop, review and monitor the implementation of network policies. Manage change control and problem management processes. Ensure proper documentation and version control. Research and investigate new network technologies and advise management on trends. Research VoIP and video access technologies and make recommendations. Keep abreast of tenders and projects impacting Information Services. Provide solutions or propose alternatives to Head office and the region's needs. Facilitate problem resolution for users. Prepare tender specifications aligned with organizational needs. Manage project contracts and oversee delivery. Play a key role in risk management for IT infrastructure projects. Ensure projects adhere to organizational standards and timelines. Manage and coordinate staff training needs in network technologies. Arrange and coordinate training programs. Support staff in adopting new systems and processes. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/26 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HO 2026/11/33**
Re-advertisement
Office of the National Commissioner

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma / Bachelor's Degree in Public Administration / Management or relevant qualification. 3-5 years middle management experience in a similar environment. Computer literate. Valid drivers' licence. Competencies And Attributes: Knowledge of constitutional values and principles and how they apply to public service delivery. Ability to work under pressure. Ability to work in a team and independently. Political sensitivity and diplomacy. Organizational, communication, interpersonal and problem-solving skills. Project management and leadership skills. Confidentiality. Integrity.

DUTIES : The administration of conference centres. The preparation of meeting venues for meetings chaired by the Commissioner. The making of support arrangements for attendees of meetings chaired by the Commissioner. Coordinating and managing meetings, including preparation of agendas, taking minutes and following up on action items. The administration of documentation in the Office of the Commissioner. The preparation of incoming/outgoing mail. The filing of correspondence. The distribution of correspondence in the office of the Commissioner. The sending/receiving of faxes. The control of use of the photocopier. The control of use of shared equipment. The administration of

consumer services to the Office of the Commissioner. Act as inventory controller for the Office of the Commissioner. Requisition of supplies. Deciding on the repair of equipment. Act as financial clerk for the office. Maintaining of budgetary information on estimates and expenditure. Processing of claims for members of the Office of the Commissioner. Ensure the payment of diverse accounts/invoices received at the Office of the Commissioner. The management of secretarial services in the Department. The provision of secretarial services to managers in the Department. The training and development of secretaries in the Department. The development of secretarial policies for the Department. Manage human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/27 : **DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT REF NO: HO 2026/11/34**
Directorate: Logistics

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics Management, Supply Chain Management or relevant qualification. 3-5 years supervisory/ management experience at an ASD level in Supply Chain Management /Logistics. Knowledge of LOGIS, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Design, formulate and review Logistics administration policies, processes and procedures in line with departmental policies, guidelines and procedures. Manage the stores of the department. Manage assets of Head Office. Oversee the ordering process and order payment process. Manage travel arrangements and payment. Oversee the travel management office of the department. Analyse reports and advise senior management with regard to current issues in respect of Logistics in the department and in general. Compilation of financial statements disclosure notes relating to commitments, accruals, payables, and fruitless and wasteful expenditure. Monitor and evaluate adherence to Logistical policies and procedures throughout the department. Take appropriate corrective actions where necessary. Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment. Monitoring of quotation activities. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/28 : **DEPUTY DIRECTOR: LOGISTICAL SUPPORT REF NO: HO 2026/11/35**

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office: Directorate: Logistics
REQUIREMENTS : Degree/National Diploma in Logistics Management/Supply Chain Management or relevant qualification. 3-5 years' experience in a supervisory/management at ASD level in a similar environment. Computer literacy. Valid driver's license. Competencies And Attributes: Knowledge of Public Finance Management Act, Supply Chain Management Guide for Accounting Officers (Section 6), Logistical Information System Manual (LOGISM), DCS Strategic Plan (Key departmental objective A1), Public Service Regulations, HRM Policies/procedure and Skills Development Act, Act 97 of 1998. Analytical thinking. Applying technology and problem analysis. Ability to access and utilise information. Liaison (internal/external). Creativity,

initiative and innovative. Financial management, problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills.

DUTIES : Manage and ensure integrity in operational databases of the LOGIS. Formulate electronic policy for LOGIS based on legislation. Managing security policies within the LOGIS application. Management of LOGIS training. Formulation, development, maintenance of and advise on training material for courses that support Logistical supply chain management. Monitor and evaluate Logistical supply chain management courses and material. Management of LOGIS information. Manage and provide support for the marketing of LOGIS. Manage the constant updating of the homepage of Logistics. Design, formulate and review policies, processes and procedures in line with departmental policies, guidelines and procedures and monitor the implementation thereof. Managing the evaluating/monitoring of LOGIS. Manage feedback on audit queries. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/29 : **DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: HO 2026/11/36**
Directorate: Logistics

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : Bachelor's Degree or National Diploma in Transport Management/Logistics Management/Public Management/Supply Chain Management/Fleet Management or relevant qualification. Five [5] years' experience in Transport Management, Fleet Management, Logistics Management or a related environment. At least 3 years' experience at an ASD/supervisory level. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Treasury regulations, labour legislation, Public Service Act and regulations, PFMA and its regulations, DCS delegation of authority, performance appraisal manual, Disciplinary Code and Procedures, White Paper on Corrections (applicable sections), transport management policy, code of conduct, procedure manual on departmental vehicles, procedure manual on subsidized transport, DCS strategic plan (applicable sections). Ability to access and utilise information regarding the compilation of policies. Plan, organise, leadership and control. Conflict management. Customer awareness and customer responsiveness. Liaison (internal/external). Impact and influence work standards. Analytical thinking. Decision making, advisory skills and productivity. Initiative, integrity and credibility. Commitment and have concern for others. Accommodating, fairness, loyalty and tolerance. Energetic, observant and patient. Persuasiveness and punctual. Creative and flexible, with the ability to think strategically, embrace change and apply technology effectively in support of organisational goals.

DUTIES : Manage and coordinate the transport management sub-directorate in accordance with departmental objectives and legislative requirements. Monitor and ensure compliance with applicable legislation, policies, procedures, directives, and delegated powers relating to transport management. Oversee departmental fleet management functions and ensure the effective control of government vehicles. Financial management and audit coordination. Stakeholder management and advisory services. Manage and coordinate the departmental transport management training programme. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/30 : **DEPUTY DIRECTOR: EXTERNAL TRAINING AND BURSARIES REF NO: HO 2026/11/37**
Directorate: External Training and Standards

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : Recognised Degree or National Diploma in Human Resources Development or relevant qualification. 3-5 years relevant experience in Human Resources Development/Management at supervisory/management at an ASD level. Computer literacy. Valid driver's licence. Competencies And Attributes: Facilitation and presentation, project management, communication and marketing, report writing, database management, generic management, analytical, negotiation, transformation and change management skills. Assertiveness, decisiveness, customer service orientation, tolerant, initiative, emotional intelligence, honesty and integrity.

DUTIES : Management of bursaries. Coordinate bursary needs analysis in line with DCS priorities. Ensure effective management of bursary case files. Coordination of attendance of conferences, symposia, workshops and externally scheduled training interventions. Establish and maintain a database of accredited service providers. Ensure the approval of attendance of training interventions. Provision of auxiliary support services. Establish and maintain a learner records database. Coordinate the finances and supply chain management systems. Render administrative functions. Determine resource requirements and manage all employee related matters in the sub-directorate.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/31 : **DEPUTY DIRECTOR: WELLNESS CENTRE MANAGEMENT REF NO: HO 2026/11/38**
Directorate: Employee Wellness and OSH

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office

REQUIREMENTS : An appropriate 3 years National Diploma/Degree in Bio-kinetics/ Sports Management or relevant qualification. 3-5 years supervisory experience at an Assistant Director level in Health and Wellness or related environment. Experience and knowledge in biokinetics, gymnasiums Sport will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Experience and knowledge with regard to wellness programmes. Human resources. Logistics and project management. Excellent statistical analysis skills with training in SPSS or similar model. Policy development, analysis, coordination and implementation. Communication, facilitation, project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. In-depth knowledge and implementation of employee health and wellness programs. Ability to network with external stakeholders. Financial management.

DUTIES : Design and implement physical wellness policies and procedures to improve the overall health and wellbeing of DCS employees. Manage and ensure the establishment of departmental gymnasiums/ wellness centres and maintenance thereof. Manage and oversee all wellness programmes, physical health assessments, exercise and Nutritional programmes. Conduct statistical analysis of physical health assessment data, interprets the quantitative data and compile physical health reports. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/32 : **DEPUTY DIRECTOR: CURRICULUM MANAGEMENT REF NO: HO 2026/11/39**

SALARY : R932 292 per annum, (all-inclusive package)

CENTRE : National Head Office: Directorate: Formal Education and Skills Development

REQUIREMENTS : Recognised Degree/Diploma in Education/ Advanced Technical and Vocational Teaching/ Advanced Diploma in Adult and Community Education and Training and Teaching or relevant qualification. 3-5 years management experience within an education and training environment at an ASD level. Computer literacy. Valid driver's licence. Competencies and Attributes: Understanding of

DBE/DHET curriculum. Understanding the National Qualification Framework. Management of education and training. Risk assessment, skills development, capacity building, strategic planning and performance management. Understanding of DCS environment, justice cluster, relevant prescripts. PFMA – compilation of expenditure and reporting. Applied strategic thinking, communication, project management, presentations, report writing, service delivery standards, developing others (coaching, mentoring, training), project and programme management. Decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management and analytical thinking. Policy development, analysis, monitoring, evaluation.

DUTIES : Manage the development, review and implementation of policies, procedures, strategies and operational frameworks relating to education, occupational and vocational training programmes. Manage the development, review, alignment and implementation of education, occupational and vocational training curricula to ensure compliance with legislative prescripts, education standards and offender rehabilitation requirements. Manage systems and mechanisms for monitoring, evaluating and improving the quality, effectiveness and impact of curriculum delivery. Manage assessment, moderation, certification and qualification processes to ensure learners receive recognised qualifications. Manage performance information. Management of human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/33 : **ASSISTANT MANAGER NURSING [PN-B4]: PHC: COMMUNICABLE DISEASES SURVEILLANCE REF NO: HO 2026/11/40**
Directorate: Communicable Diseases

SALARY : R785 568 per annum

CENTRE : National Head Office

REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Develop, review and implement surveillance systems and other policies for communicable diseases in line with relevant legislation, policies and guidelines. Conduct research and data analysis. Establish clear metrics for evaluating the success of programs and initiatives aimed at treating and preventing communicable diseases. Design and implement innovative interventions aimed at reducing the incidence of communicable diseases.

Management of physical/information resources and adherence to DCS policies/procedures.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/34 : **ASSISTANT MANAGER NURSING [PN-B4]: SPECIALTY: MATERNAL, CHILD AND YOUTH HEALTH REF NO: HO 2026/11/41**
Directorate: Non-Communicable Diseases and Support Services

SALARY : R785 568 per annum
CENTRE : National Head Office
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents and youth. Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC) material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/35 : **ASSISTANT DIRECTOR: VETTING REF NO: HO 2026/11/42**

SALARY : R605 742 per annum
CENTRE : National Head Office: Directorate: Security Standards and Management
REQUIREMENTS : A recognized Degree or National Diploma in Social Sciences or related areas. 3-5 years security related experience. Security vetting course from a recognised institution is mandatory. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and

decision-making skills. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service Policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Conduct vetting fieldwork investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Administer vetting files and reports. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/36 : ASSISTANT DIRECTOR: CRIMINOLOGIST

SALARY : R605 742 per annum

CENTRE : Eastern Cape region: Regional Office Ref No: EC 2026/11/01 (Re-advertisement)
Western Cape region: Regional Office Ref No: WC 2026/11/01 (Re-advertisement)

REQUIREMENTS : Recognised Master's Degree (NQF level 9) in Criminology. 6-10 years relevant or related experience. Background in working on behavioural assessment/profiling in the corrections/justice cluster will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: In depth understanding of safety and security in a correctional environment. Communication, negotiation, analytical and report writing skills. Project and programme management. Problem solving, decision making and analysis. Change, stakeholder and people management. Confidentiality, integrity and honesty. Diplomacy, tactful and assertiveness. Ability to network. Resilient, influence and impact. Good communication, report writing, research and development skills.

DUTIES : Conduct risk assessment. Render induction assessment of high risk/high profile individuals to assess pattern of actions, demographics and motivation as well as other crime characteristics. Render risk management assessment to assess problematic and deficit areas and refer for professional intervention. Pre-parole assessment to assess progress of rehabilitation and risks and predictors for reoffending. Conduct behavioural assessment research. Interact with offenders to understand their criminal behaviour and determine their offending history and future risk of offending. Analyse and advise on criminality/risk behaviour occurring inside the management area. Compile data and form intact reports on crime/criminal related behaviours. Interview offenders to determine the effects of rehabilitation programmes and readiness for parole in terms of their risk for reoffending. Compilation and provision of pro file/criminologist report to Case Management Committees (CMC)/Correctional Supervision and Parole Boards (CSPB) to enhance decision making process. Identify problematic criminal behaviour and recommend referral to professionals. Apply wide range of theories and scientific academic literature to explain criminal behaviour. Assist in compilation and quality checking of profiles (G326) prior to submission to the CSPB. Contribute in the development, compilation and implementation of the criminogenic risk assessment/profiling tools for offenders. Identify shortfalls in the assessment, classification and profiling of offenders. Conduct research and assist criminologist sub directorate to improve offender risk profiling tools. Develop remedial action in addressing shortfalls identified. Provide orientation and capacity building of correctional assessment officials and other officials in the area of work to improve offender risk assessment and profiling practice. Conduct research in respect of all assessment tools. Promote criminological activities and awareness. Plan and organize awareness campaigns. Create and develop information leaflets. Research the effects of gangsterism within correctional facilities. Liaise with relevant DCS officials, professional officials and external stakeholders with regard to criminological theories, recidivism risks and patterns. Promote partnerships with communities and NGO's to

promote successful integration. Management of performance information, finances, human resources and assets.

ENQUIRIES : Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Western Cape region: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/37 : **ASSISTANT DIRECTOR: REMAND DETENTION SYSTEMS AND SUPPORT [NCB3] REF NO: HO 2026/11/09**
Directorate: Remand Detention System Management

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Analytical thinking skills. Policy review, analysis and development. Human resource management including development and training. Research. Financial management skills. Knowledge and understanding on the development of security systems. Compliance management. Knowledge and understanding of monitoring and evaluation of the safety legislation (construction). Application of safety legislation. Project management. Communication, report writing and presentation skills.

DUTIES : Management of virtual courts. Co-ordinate the upgrading and refurbishment of Remand Detention Facilities (RDFs). Co-ordinate the installation. Ensure maintenance of equipment. Gathering of statistics and report writing on court appearances. Verification and tracking of RDs. Co-ordinate the installation of APIS system. Ensure maintenance of equipment. Gathering of statistics and report writing on the tracking of RDs. Development of training framework for officials working in RDFs. Evaluation of safety and security tenders. Development of policies regarding RDFs. Review of operational policies. Assist in development of orientation programmes. Assist in policy development with regard to systems in RDFs. Assist in the drafting/compilation of specifications and or amendments of specifications. Effective and efficient use of detention management system and management information system. Ensure data integrity. Ensure the effective and efficient use of MIS on remand detention issues. Upgrading of RDFs. Assist in the drafting/compilation of specifications and or amendments of specifications for RDFs. Co-ordinate inputs with regard to feasibility study. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/38 : **ASSISTANT DIRECTOR: REMAND DETENTION: ADMISSION AND RELEASE [NCB3] REF NO: HO 2026/11/10**
Directorate: Remand Administration and Case Flow

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Experience in departmental management information system (MIS) will be added as advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Project management and presentation skills. Conflict management. Training and development. Communication. Report writing. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact.

DUTIES : Development, analysis and evaluation of remand detention policies and procedures. Participate in the policy and procedure formulation with regard to

admission and releases of remand detainees. Assist with the development and monitoring tools to observe implemented policy and procedures on all remand detainees including special categories. Report on internal and external audits and ensure compliance or corrective actions. Monitor the implementation of bail protocol and relevant sections of Criminal Procedure Act 51 of 1977 and Correctional Services Act 111 of 1998 on remand detainees. Monitor the RD tool. Information analysis and writing. Monitor the implementation of the Child Justice Act 75 of 2008 and submission of reports to the intersectoral cluster on child justice. Manage the wearing of uniform of remand detainees. Management of human resource, finance and assets. Manage compliance with the department supply chain management policy within remand detention.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/39 : **ASSISTANT DIRECTOR: PRESENTATIONS [NCB3] REF NO: HO 2026/11/11**
Directorate: Pre-Release Resettlement

SALARY : R526 935 per annum
CENTRE : National Head Office: Directorate: Pre-Release
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant Sections of the Criminal Procedure Act 51/1977. Assertiveness, Networking / liaison with internal and external stakeholders. Report writing, Negotiation, Facilitation, Presentation, Project Management, research, communication, listening, stakeholder management, problem solving skills, analytical skills and decision-making skills. People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations.
DUTIES : Development and review of policy and procedures on representation and victim involvement in the Correctional Supervision and Parole Board (CSPBs). Undertake research into best practices. Administration of ordinary and ministerial representations. Receiving of representations from various interested parties. Operationalisation of victim involvement policies. Draft implementation plans. Management of media and parliamentary questions. Receive media questions from various media houses. Management of performance information, finances, human resources and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Correctional Services Act.

POST 38/40 : **ASSISTANT DIRECTOR: DESIGN/DEVELOP PROFILE MECHANISM [NCB3] REF NO: HO 2026/11/12**
Directorate: Risk Profile Management

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant Sections of the Criminal Procedure Act 51/1977. Assertiveness, networking / liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, research, communication, listening, stakeholder management, problem solving and analytical skills. Decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations.
DUTIES : Facilitate the development and maintenance of systems for offender profiling mechanisms. Develop and maintain mechanisms to establish and profile crime categories. Conduct profiling and research. Coordinate and facilitate the development and implementation of policies in line with applicable legislation

and regulatory requirements. Management of performance information. Manage human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/41 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION [NCB3] REF NO: HO 2026/11/13**
Directorate: Community Liaison

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.
DUTIES : Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of performance information. Manage human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Correctional Services Act.

POST 38/42 : **ASSISTANT DIRECTOR: MEASUREMENT AND TRACKING [NCB3] REF NO: HO 2026/11/14**
Directorate: Community Liaison

SALARY : R526 935 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Networking/liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, communication, listening, stakeholder management, problem solving, analytical and research skills. Decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations.
DUTIES : Facilitate the re-entry of offenders into the community through the involvement of stakeholders. Monitor and evaluate policy implementation on any areas of concern with regard to offender reintegration. Enhance successful reintegration of released offenders into their communities. Design monitoring tools for evaluation of services rendered by service providers to released offenders. Marketing and liaison with internal and external stakeholders. Management of performance information, finances, human resources and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Correctional Services Act.

POST 38/43 : **SECURITY MANAGER: DEVELOPMENT SUPPORT [CB4] REF NO: HO 2026/11/15**

SALARY : R511 470 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Relevant Degree / National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training.

		At least seven (7) years relevant experience in a supervisory post (CB3). Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. Understanding the Public Service Policies and Legislative Framework. service delivery and client orientation, assertiveness and ability to network, influence and impact, ability to apply strategic thinking, willingness to travel.
DUTIES	:	Procure and allocate training resources. Manage sub-inventory registers. Ensure availability of stationery and training material. Manage the resource centre. Manage training-related administration and training facilities. Ensure availability of keys and registers. Ensure hygienic condition of training facilities in compliance with OHS-standards. Registration of learners with SASSETA. Check learner qualification and identification. Coordinate and manage the submission of Portfolio of Evidence (POE) files after moderation. Assist with preparation and finalisation of related administration for internal and external verification. Manage record-keeping of training related activities. Ensure confidentiality of records. Registration of Assessors and Moderators with SASSETA. Provide support, guidance and advice on a continuous basis. Render learner support. Duplicating of assessment tools. Supervise custodial duties. Ensure signing for and receiving of security equipment. Conduct counting and confirming of offender totals. Record, report incidents and facilitate rehabilitation programmes. Register, handle/refer inmates' complaints and requests. Ensure conducting of internal and external custodial duties in a humane and secure correctional/remand detention environment. Ensure conducting of administrative duties when performing internal and external custodial duties. Handle and deal with various emergency situations when performing custodial duties. Attend OHS-meetings. Compile monthly progress reports. Management of performance information. Manage human resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Correctional Services Act.
POST 38/44	:	**SECURITY MANAGER: BASIC TRAINING (CB4)**
SALARY	:	R511 470 per annum
CENTRE	:	Kroonstad Training College Ref No: HO 2026/11/16 Zonderwater Training College Ref No: HO 2026/11/17 (X2 Posts)
REQUIREMENTS	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years relevant experience in a supervisory post (CB3). Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Physical wellness. Problem-solving and decision-making, facilitation and presentation, planning and organizing, project management, conflict management, report writing, coaching and mentoring and time management skills. Change management. Lead and control. Ability to lead a team. Confidentiality, integrity and honesty. Understanding the Public Service Policies and Legislative Framework. Service delivery and client orientation. Assertiveness and ability to network. Influence and impact. Ability to apply strategic thinking. Willingness to travel.
DUTIES	:	Provide and supervise the delivery of instructional and experiential/workplace learning. Supervise the facilitation of presentations and the administration of classes in the correctional environment. Prepare and supervise the preparation and administration of assessments within the correctional environment. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Supervise the performance of custodial duties within a correctional/remand detention environment. Management of performance information. Manage human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/45 : **SECURITY MANAGER: BASIC TRAINING [CB4] REF NO: HO 2026/11/18**
Re-advertisement

SALARY : R511 470 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years relevant experience in a supervisory post Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Physical wellness. Problem-solving and decision-making, facilitation and presentation, planning and organizing, project management, conflict management, report writing, coaching and mentoring and time management skills. Change management. Lead and control. Ability to lead a team. Confidentiality, integrity and honesty. Understanding the Public Service Policies and Legislative Framework. Service delivery and client orientation. Assertiveness and ability to network. Influence and impact. Ability to apply strategic thinking. Willingness to travel.
DUTIES : Provide and supervise the delivery of instructional and experiential/workplace learning. Supervise the facilitation of presentations and the administration of classes in the correctional environment. Prepare and supervise the preparation and administration of assessments within the correctional environment. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Supervise the performance of custodial duties within a correctional/remand detention environment. Management of performance information. Manage human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

POST 38/46 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER**
Re-Advertisement

SALARY : R487 197 per annum
CENTRE : Gauteng region: Leeuwkop Ref No: GP 2026/11/01
Kgoši Mampuru II Ref No: GP 2026/11/02]
Bavianspoort Ref No: GP 2026/11/03]
Zonderwater Ref No: GP 2026/11/04]
Johannesburg Ref No: GP 2026/11/05]
Boksburg Ref No: GP 2026/11/06]
Modderbee Ref No: GP 2026/11/07]
Krugersdorp Ref No: GP 2026/11/08
Western Cape region: Breederiver Ref No: WC 2026/11/02
Drakenstein Ref No: WC 2026/11/03
Overberg Ref No: WC 2026/11/04
Voorberg Ref No: WC 2026/11/05
West Coast Ref No: WC 2026/11/06
Southern Cape Ref No: WC 2026/11/07
DUTIES : Recognized Degree/National Diploma in Safety Management or relevant qualification. 3-5 years' supervisory experience in an Occupational Health and Safety environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of OHS Act. Knowledge of COID Act. Knowledge of DCS employee occupational health and safety policy and processes. HR Mandates regarding employee occupational health and safety. Public Service Regulations. Knowledge of collective Agreements with regard to employee occupational health and safety. Information collection, analyses, interpretation, dissemination with regard to performance assessment policies regulations and acts. Knowledge of COID Act (Workman Compensation Act). Safety standards. Basic Conditions of Employment Act. Public Service Regulations. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices,

		etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. PFMA – compilation of budgets, estimation, expenditure and reporting. The ability to access and interpret required management information. Communication, presentations, decision making, problem solving, networking/liaison with stakeholders and listening skills. Technical report writing and analytical thinking. Policy development, analysis, monitoring, evaluation and implementation. Knowledge of DPSA Circulars with regard to employee occupational health and safety.
DUTIES	:	Facilitate the implementation of OHS as incorporated in the IEHW policy and procedure. Monitor the compliance of Occupational Health and safety in terms of COID Acts within the region and management area. Monitor and promote corporate culture of Safety, Health, Environment, Risk and Quality (SHERQ) in the region. Facilitate the implementation of corrective measures in order to mitigate SHERQ risks. Coordinate and facilitate emergency preparedness plan and response procedures within the region.
ENQUIRIES	:	**Gauteng region**: Ms Mongwai EN Tel No: (012) 420 0174/Ms Feni SAP Tel no: (012) 420 0173/ (012) 420 0179. **Western Cape region**: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.
NOTE	:	Candidates who previously applied need to re-apply. Appointment under the Public Service Act.
POST 38/47	:	**ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: HO 2026/11/43** Directorate: Security Standards and Management
SALARY	:	R487 197 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognised three (3) year Degree in Criminal Justice field or relevant qualification. 3-5 years relevant experience in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management, facilitation, plan, organize, lead and control, project management, presentation, conflict management, report-writing, time management and negotiation skills. Confidentiality, coaching and mentoring. Understanding of Public Service policy, Correctional Service Act and legislative framework. Service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact, decision making, problem-solving skills, networking / liaison with stakeholders.
DUTIES	:	Development and implementation of security policy and procedures. Conduct security threat and risk assessments for DCS. Analyse the risk assessment documents/ reports. Co-ordinate and ensure existence of reliable security systems. Conduct security breach investigations. Evaluate and improve the effectiveness of security measures and procedures. Management of performance information, finances, human resources and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/48	:	**ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: HO 2026/11/44 (X2 POSTS)** Directorate: Strategic Planning Management and Monitoring
SALARY	:	R487 197 per annum
CENTRE	:	National Head Office: Directorate: Strategic Planning Management
REQUIREMENTS	:	Recognised Degree or National Diploma in Public Administration / Auditing / Statistics / Monitoring and Evaluation or relevant qualification. Three (3) years' experience in Monitoring and Reporting of which 2 years must be at a supervisory level or equivalent. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of monitoring and evaluation processes. Knowledge of research methodologies. Knowledge of governmental guidelines. Public finance management. Policy framework for the government-wide monitoring and evaluation system. Policy imperatives. Strategic planning guidelines. Management and development. Knowledge and experience of problem-solving technique. Planning and organisation. Relationship management. Programme and project management. Analytical thinking, presentation, research data analysis, report writing, interpersonal,

communication, inter-personal and diplomacy skills. Emotional intelligence, change management, risk management and people management skills.

DUTIES : Compilation of performance information reports for the department. Collect, verify and conduct evidence-based evaluation of performance information. Coordinate, analyse and consolidate inputs from various Branches to compile the department's monthly performance reports, quarterly performance reports, medium term development reports, annual reports, mid-term reports and end term reports. Manage the development the monitoring policies and tools. Conduct research and keep up to date with the latest trends. Develop and review monitoring and reporting policies, SOPs and procedures. Monitor the implementation of the departmental monitoring and reporting tools. Support the implementation of data monitoring and reporting initiatives within the department. Ensure provision of support services within the Strategic Management Branch. Facilitate the coordination of the strategic management forums and meetings for the quarterly and annual reports. Support the Sub-Directorate: Monitoring and Reporting. Assist with maintaining appropriate internal controls and reporting systems to meet performance expectations. Assist with monitoring the budget and expenditures for the Sub-Directorate. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/49 : **ASSISTANT DIRECTOR: ASSESSMENTS AND MODERATIONS REF NO: HO 2026/11/45**
Directorate: External Training and Standards

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : An appropriate recognised 3-year Bachelor's Degree/National Diploma in Human Resource Development/Education, Training and Development or relevant qualification. 3-5 years relevant experience in Human Resource environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Sound knowledge and understanding of South African Qualifications Authority (SAQA) framework, National Qualifications Framework (NQF), Occupational Qualifications Sub-Framework (OQSF), where applicable. Quality Council for Trades and Occupations (QCTO) quality assurance requirements. Principles and practices of assessment and moderation. Assessment design, assessment instruments and moderation methodology. Unit standards, learning outcomes, exit-level outcomes and assessment criteria. Recognition of Prior Learning (RPL), where applicable. Skills Development legislation and related regulations. Public Service legislative and policy framework. Correctional Services legislative and policy framework. Departmental training and development policies and procedures. Quality management systems and compliance monitoring. Project and programme management principles. Financial management, procurement and asset management prescripts.

DUTIES : Development and review of assessment and moderation frameworks. Assessment and moderation systems and processes. Development and review of learning programme standards. Quality assurance and compliance monitoring. Assessment and moderation tools. Stakeholder coordination and liaison. Reporting and information management. Human, financial and physical resource management.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/50 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATION REF NO: HO 2026/11/46**
Directorate: Internal Communication and Media Production

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised Degree or National Diploma in Communication/ Journalism or relevant qualification. 3-5 years' experience at a supervisory level in the communication sector. Valid driver's licence. Computer literate. Competencies

And Attributes: Proven ability to understand an institution's internal communication needs. Proven ability to conceptualise, execute and measure the effectiveness of internal communication channels and messages. Proven experience in writing and editing articles. Excellent command of written and spoken English. Experience with or thorough understanding of a Content Management System (CMS) for intranet or internet will be an advantage. Ability to work under pressure and according to tight deadlines. Willingness to travel and work overtime. Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to coordinate and organize work related tasks. High level of reliability. Ability to act with tact and discretion.

DUTIES : Assist with managing the department's intranet. Manage and improve the daily system of internal notices. Write, edit and proofread internal communication messages. Develop feedback mechanisms to objectively measure effectiveness of internal communication channels and messages. Regularly monitor intended reach and effectiveness against communication objectives and against communication strategy and compile reports thereof. Build networks and partnerships within the department that will help ensure optimal coverage of defining moments of service delivery for purposes of communicating it internally. Management of human resources, finance, and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/51 : **ASSISTANT DIRECTOR: OPERATIONAL TRAINING REF NO: HO 2026/11/47**
Directorate: Logistics

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Degree or National Diploma in Logistics/Supply Chain Management or relevant qualification plus at least 3- 5 years' experience in Logistics as a supervisor (SL8). LOGIS training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA Section 38 (1), Treasury regulations, White Paper on Corrections (applicable sections), DCS strategic plan (A1), Public Service regulations, HRD policies/procedures and skills development act, Act 97 of 1998. PASM/PAS and Web asset tool. PFMA (Act No 1 of 1999 as amended by act 29 of 1999) Section 38(1). Supply chain management guide for accounting officers, Section 6. Provisioning Administration System Manual (PASM). Financial administration procedures – Manual 4. Annual operational plan of the Directorate: Logistics. Analytical thinking. Honest, integrity and committed. Liaison (internal/external). Ability to use office administration tools. Capability to manage statistics on a computerized database.

DUTIES : Compile and coordinate operational training plan. Schedule training needs for ad hoc Logistics training. Facilitate the formulation, development and maintenance of operational training material. Coordinate and provide training information and advice to relevant stakeholders. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/52 : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION SYSTEM TRAINING REF NO: HO 2026/11/48**
Directorate: Logistics

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics/Supply Chain Management/Public Administration. 3-5 years supervisory experience. Knowledge of LOGIS System. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA. Knowledge of Treasury Regulations, Operational Plan, Strategic plan, Public Administration Service Act, White Paper. Understanding of policies, manuals and circulars. Knowledge and understanding of LOGIS system. communication, planning and organising,

interpersonal, analytical and problem-solving skills. Liaison (internal and external). Honesty, integrity and commitment. Creativity, logical and innovative.

DUTIES : Manage LOGIS system. Ensure that all prescribed files are opened, completed and signed per financial year. Ensure maintenance of store specific codes. Undertake LOGIS system Logistical inspection. Ensure the correct allocation of functions to user. Assist in performing inspections at stores. Manage the implementation of Logistics policy. Ensure that LOGIS users follow all procedures set by the LOGIS policies. Ensure compliance with relevant policies by facilitating adherence to processes in Logistical services. Monitor LOGIS Balance Score Card. Ensure identification of areas for improvement as per the standard set by National Treasury. Ensure all transactions on LOGIS are cleared. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/53 : **ASSISTANT DIRECTOR: IT INFORMATION SECURITY REF NO: HO 2026/11/49**
Directorate: IT Infrastructure and Telephony

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised Degree or National Diploma in Information Technology related field, appropriate experience dedicated in IT Security environment. 3-5 years' experience in IT security environment. Valid driver's licence. Competencies And Attributes: Ability to install patches, anti-viruses, backup software and hardware. Ability to implement disaster recovery. Ability to install patches, antiviruses, backup software and hardware. Understanding of advanced security protocols and standards. Solid knowledge of information security principles and practices. Good written and oral ability. Able to communicate complex ideas concisely. Presentation, information gathering, problem solving, analytical and interpretation skills.

DUTIES : Manage threat and vulnerability. Conduct vulnerability assessments and produce reports with mitigation actions. Ensure and identified critical threats are addressed within agreed timelines. Administer IT security systems. Maintain patch compliance across servers and workstations. Ensure anti-virus and filtering systems are updated daily with zero lapses. Monitor the response of security incidents detection. Identify, detect, mitigate and respond to security incidents using security tools. Maintain continuous monitoring with documented intrusion detection logs. Ensure compliance with ICT policies across the department. Review and update ICT policies annually or when new risks emerge. Conduct bi-annual audits to verify adherence to standards. Administer business continuity and disaster recovery. Test disaster recovery plans twice per year with documented outcomes. Ensure system backups are performed daily and verified weekly. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/54 : **ASSISTANT DIRECTOR: EMPLOYEE INCENTIVES REF NO: HO 2026/11/50**
Directorate: HR Support

SALARY : R487 197 per annum
CENTRE : National Head Office: HR System and Support
REQUIREMENTS : Recognised Degree/ National Diploma in Human Resource Management or relevant qualification. 3- 5 years' experience in a similar environment and 3 years should be at supervisory level. Computer literate. Valid driver's licence. Competencies And Attributes: Employee incentives policy and processes. Knowledge of DPSA incentive policy framework and related circulars. Knowledge of Labour Relations Act. HR mandates regarding employee incentives. Knowledge of organisational structure. Public Service Act and regulations. Collective agreements with regard to employee incentives. Career management strategy. Knowledge of Employment Equity Act, Basic Conditions of Employment Act, Financial policy regarding claims, expenditure, advances,

payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. Delegations of authority. The ability to access and interpret required management information. Applied strategic thinking. communication, presentations, developing others (coaching, mentoring, training, supervisory, problem-solving, networking / liaison with stakeholders, negotiation and listening skills. Technical report writing. Analytical thinking policy development, analysis, monitoring, evaluation and implementation.

DUTIES : Coordinate the implementation of employee incentive programmes. Coordinate the implementation of employee incentive programmes, including performance bonuses, pay progression and long-service recognition awards. Conduct research and policy support on employee incentives. Conduct research and benchmarking on employee incentive practices within the public service and relevant sectors. Monitor compliance and reporting on employee incentives. Monitor compliance with employee incentive policies, directives and applicable legislative frameworks. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/55 : **ASSISTANT DIRECTOR: EMPLOYEE DISCIPLINE REF NO: HO 2026/11/51**
Directorate: Employee Relations

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Labour Law, Labour Relations or Human Resource Management with Labour Law / Labour Relations as a major. 3-5 years' experience in Labour relations environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of HR Corporate Policies, grievance procedure, employee relations policies, disciplinary code and procedure. Labour Relations Act with emphasis on Dispute Resolution Mechanisms. Basic Conditions of Employment Act. Rules of the dispute resolution agencies – CCMA and GPSSBC. Rules pertaining to conciliation and arbitration practices. RSA Constitution with regards to labour rights. Investigating techniques, communication, information collection, analyses, interpretation, dissemination, mediation, conflict management and resolution, problem-solving, listening, analytical thinking and advisory skills. Applying investigation techniques. Facilitation / mediation of conflict. Labour Relations Act with emphasis on the code of good practice on dismissals. Public Service Act and regulations. Knowledge of Public Service disciplinary code and procedure.

DUTIES : Coordinate and monitor employee discipline management. Provide expert advice and guidance to management on disciplinary matters, policies and procedures. Provide labour relations dispute resolution support. Provide advice and support to management on grievance handling, dispute resolution, conciliation and arbitration processes. Monitor and evaluate compliance with employee discipline policies, procedures and legislative requirements. Maintain and update Employee Relations Management Information Systems (ERMIS) and related databases.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/56 : **ASSISTANT DIRECTOR: POST ADVERTISEMENT REF NO: HO 2026/11/52**
Directorate: HR Administration and Utilization

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Degree/National Diploma in Human Resource Management or relevant qualification. 3-5 years supervisory experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of relevant legislations. Understanding of organogram. Ability to analyse PERSAL reports. Communication, problem solving and analysis, research, benchmarking, self-management, time management, financial management, human resource management (supervisory). Ability to work

under pressure. Negotiation, analytical and interpretation and interpersonal skills. Planning and organising. Creativity.

DUTIES : Facilitate the development, review and maintain national policies, procedures and guidelines for post advertisement and recruitment. Manage and coordinate internal and external post advertisement processes. Develop and coordinate post-advertisement programme in accordance with approved recruitment plans. Coordinate the receipt and verification of requests for post advertisement from the branches and regions. Conduct quality assurance of advertisements and documentation. Verify compliance with approved organisational structure, establishments, Occupation Specific Dispensation (OSD's) and job descriptions. Monitor adherence to prescribed recruitment procedures. Facilitate and coordinate head-hunting requests and processes. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/57 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**

SALARY : R487 197 per annum

CENTRE : National Head Office: Office of the DC: Financial and Management Accounting Ref No: HO 2026/11/53
Office of the DC: Health Care Services Ref No: HO 2026/11/54
Office of the DC: Community Programmes and Liaison Ref No: HO 2026/11/55

REQUIREMENTS : A recognized Degree /National Diploma in Office Management /Public Administration or relevant qualification. 3-5 years' experience in a relevant environment. Computer literate. Valid driver's licence. Competencies And Attributes: Performance planning, reporting and service delivery Improvement. Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Prepare and consolidate reports for the chief directorate. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/58 : **ASSISTANT DIRECTOR: WORKSTUDY AND JOB EVALUATION REF NO: HO 2026/11/56**
Directorate: Organisational Development

SALARY : R487 197 per annum

CENTRE : National Head Office

REQUIREMENTS : National Diploma/Degree in Management Services/ Organisational Development/ Operations Management/ Production Management/ Industrial and Organisational Psychology or relevant qualification. Certificate in Job Evaluation analysis from National School of Government is mandatory. 3-5 experience in a comparable environment. Knowledge of Work Study techniques. Computer literate. Valid driver's licence. Competencies And Attributes: People management, presentation, report writing, financial management, problem solving and rational decision making, planning and organizing, facilitation, and time management skills. Knowledge of compensate evaluate system. Policy analysis and interpretation, good communication,

analytical and conceptual skills. Job analysis. Group dynamics. Diversity management, co-ordination, project management and leadership skills. service delivery innovation. Change and knowledge management. Planning and organization, good interpersonal relations, pro-activeness, professionalism, accuracy, influence and impact, confidentiality and integrity. Ability to network. Independent and co-operative. Team player and flexible. Willing to work under changing /difficult circumstances/long hours.

DUTIES : Conduct work-study investigation and feasibility studies related to service delivery improvements. Facilitate the development and scrutinize the compilation of job descriptions and Job profiling. Conduct job evaluation. Develop and review the organisational structure. Develop and facilitate the alignment of the post establishment with the approved organizational structure. Facilitate change management processes. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/59 : **ASSISTANT DIRECTOR: EVENT MANAGEMENT AND SPORT LIAISON REF NO: HO 2026/11/57**
Directorate: Employee Wellness and OHS

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma/Degree in Sports management or relevant qualification. 3-5 years' experience in the related environment. Computer literate. Valid driver's licence. Competencies And Attributes: Strategic planning and thinking. Policy formulation. Planning and organising, decision making, analytical thinking, project management, problem identification and solving. Co-ordination, time management and policy implementation.

DUTIES : Coordinate and Manage sport, recreation and special events. Plan, organise and coordinate sport, recreation, wellness programmes, workshops, conferences, meetings and special projects at national and international levels. Develop and ensure compliance with policies and governance frameworks. Facilitate the development, review and implementation of policies, procedures, guidelines and operational frameworks relating to sport, recreation and employee wellness programmes. Promote sport, recreation and employee health and wellness programmes. Develop and implement marketing, communication and awareness initiatives to promote sport, recreation, employee health and wellness programmes. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/60 : **ASSISTANT DIRECTOR: AGRICULTURE OPERATIONS REF NO: HO 2026/11/58**
Directorate: Production Workshop and Agriculture

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : An appropriate recognised 4-year qualification (NQF Level 7) in Agriculture, Agricultural Management, Agricultural Extension, Animal Science, Crop Production, Agronomy or a related agricultural field. A minimum of three (3) years' relevant experience in the agricultural environment. Knowledge of agricultural extension methodologies and advisory services. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of project planning and management. knowledge of agricultural production systems, resource management, and sustainable farming practices. Knowledge of policy development, implementation, monitoring and evaluation. Knowledge of Public Service legislation, policies and prescripts, including the Public Finance Management Act (PFMA), Public Service Act, and departmental policies. Planning and organization. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards. Interpersonal relationship. Problem solving. Project management. Financial management. Analytical thinking. Verbal exchange of information. Written

communication for notes, memos, letters and reports. Supervisory and management, advanced communication and presentation skills.

DUTIES : Provide scientific and technical agricultural advice to support departmental agricultural programmes and initiatives. Monitor and evaluate agricultural operations and production performance across correctional centres against approved targets. Coordinate agricultural production programmes aimed at promoting self-sufficiency and offender rehabilitation. Establish and maintain effective relationships with internal and external stakeholders. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/61 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: NO 2026/11/59**
Re-advertisement
Directorate: Specialised Audit

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant National Diploma/ Degree in Internal Auditing or related field. 3-5 years' experience in Internal Auditing or related field. Computer literate. Valid driver's licence. Competencies And Attributes: Project management. Analytical and innovative skills. Knowledge of Institute of Internal Auditors (IIA) Standards. Knowledge of applicable legislations, policies and regulations. Knowledge of Public Finance Management Act (PFMA). Report writing, communication and interviewing skills. Interpersonal leadership and problem-solving skills. Time management. Coaching and mentoring. Knowledge of financial management, internal audit policies, practices, procedures and standards for professional practice of internal audit. Knowledge of internal control models and risk management tools and methodologies.

DUTIES : Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports and annual reports. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/62 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: HO 2026/11/60**
Directorate: Strategic Planning and Management

SALARY : R487 197 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma (NQF Level 6) or Degree in Strategic Management / Monitoring and Evaluation / Accounting and or Auditing / Public Administration/ Business Management or related qualification. 3-5 years' experience in a planning environment. Computer literate. Valid driver's licence.

Competencies And Attributes: Understanding of strategic planning processes and government planning cycle. Applied strategic thinking. Report writing and quality assurance. Excellent facilitation and communication skills. Understanding of excel and PowerPoint essential. Knowledge of government policies, acts and regulations. Understanding of monitoring and evaluation in government. Financial management. Good interpersonal relations. Approach to good governance. Analytical, planning and organising and problem-solving skills. Formal training in strategic planning and performance monitoring.

DUTIES : Coordinate the development and review of the Departmental Strategic Plan, Annual Performance Plan (APP), and Annual Operational Plans. Monitor the implementation of departmental planning frameworks and approved plans. Provide strategic planning advice and technical support to Head Office and Regions. Liaise and maintain effective relationships with internal and external stakeholders on planning matters. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/63 : **SENIOR CORRECTIONAL ADMINISTRATION OFFICER: PLACEMENT POLICY [NCB2] REF NO: HO 2026/11/19**
Directorate: Pre-Release

SALARY : R446 457 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence. Competencies And Attributes: Conflict resolution. Report writing. Presentation skills. Problem solving. Team leadership. Facilitation skills. Analytical skills. Policy interpretation. Assertiveness. Plan and organize. Client orientation. Good communication skills. Integrity and honesty. Confidentiality. Interpersonal relations. Ability to work under pressure. Applied strategic thinking and willingness to travel. Service delivery. Client orientation. Confident and independent.

DUTIES : Provide support regarding the development and maintenance of policy on day parole, parole, correctional supervision, release on medical grounds and correctional supervision. Assist with the monitoring and implementation of policy. Establish monitoring mechanism. Evaluate execution of policy. Assist with the updating of departmental orders. Revise orders, consult, and update. Document control. Maintenance of the documentation of the Sub-Directorate. Keep record of the issuing and return of documents. Management of human resources, finances and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Service Act.

POST 38/64 : **SENIOR ADMINISTRATION OFFICER: COORDINATOR REF NO: HO 2026/11/61**
Directorate: Non-Communicable Diseases and Support Services

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised three (3) year Degree/National Diploma Office Administration, Public Administration or relevant qualification. 3-5 years relevant experience in office administration. Computer literate. Valid driver's licence. Competencies And Attributes: Facilitation and coordination. Good liaison skills with other role players/clients. Good communication, planning and organizing, report writing, analytical, rational decision making and interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.

DUTIES : Facilitate the procurement of goods and services and coordinate travel arrangements for the directorate. Receive request from the officials. Obtain quotations from service providers. Administer leave register and other administrative activities. Maintenance of duty and leave register. Checking and submitting leave applications. Organise and coordinate meetings. Administer and consolidate the allocation of funds. Assist in the management of state funds under Supervision. Estimating and budgeting of requirement within the

directorate. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/65 : **SENIOR ADMINISTRATION OFFICER: EMPLOYEE SALARY NOTCHES AND PAY PROGESSIONS REF NO: HO 2026/11/62**
Directorate: HR Support Directorate: HR System and Support

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised Degree or National Diploma in Human Resource Management or relevant qualification. 3 - 5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to employee notch progression processes. DPSA circulars with regard to employee notch progression processes. Career management strategy. Performance management system. HR mandates regarding employee notch progression processes. Employee notch progression processes policy and processes. Basic Conditions of Employment Act. Financial policy regarding claims, expenditure, advances, payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. The ability to access and interpret required management information. Communication, problem solving, listening and report writing skills.

DUTIES : Administration of employee pay progression processes within DCS. Alignment of assessment results. Application of career path requirements per salary level. Capturing and checking of data integrity on PERSAL. Administration of employee salary notches processes. Interpretation of policy with regard to notch increases. Assist the Chief Directorate: Legal Services with regards to salary notch disputes. Assist with budget estimations of salary notch increases. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/66 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: INVENTORY MANAGEMENT REF NO: HO 2026/11/63**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Supply Chain Management/Logistics or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, GAAP and applicable mandates and legislation. Knowledge of administration of assets. Knowledge of LOGIS system. Knowledge of Project Management. Analytical, customer relations, problem solving and communication skills. Interpersonal relations. Customer Orientated. Outgoing personality. Ability to work in a team and build strong relationships. Reliable, Honesty and working knowledge of MS Office packages.

DUTIES : Ensure capturing of all inventory/assets in the asset management register. Receipt of all moveable assets. Allocation of inventory/assets to inventory holders. Capture asset information on the inventory list (room list) of the Inventory holder. Ensure asset verification and Logistical processes. Conduct annual asset verification and asset disposal. Administer reconciliation between BAS and LOGIS. Asset depreciation and reconciliation. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/67 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: HEAD OFFICE STORES REF NO: HO 2026/11/64**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Appropriate 3 years National Diploma or Degree in Supply Chain Management or relevant qualification. 3-5 years functional experience in supply chain management environment dealing with asset management. Knowledge of LOGIS system and BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and understanding of the departmental and Public Service policies. Knowledge of the Public Finance Management Act, 1999. Financial prescripts manual. Treasury regulations. Financial management. Problem solving and decision making. Facilitation skills. Ability to plan, organize, lead and control. Presentation, conflict management, training, communication and time management skills. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.
DUTIES : Implementation of asset management policy. Monitor and control transfer of assets. Manage the administration of the warehouse for assets. Supervise the asset verification and logistical processes and asset reconciliations. Manage the asset disposal process for Head Office. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training on assets. Management of resources.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/68 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL REF NO: HO 2026/11/65**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics/ Supply Chain Management or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals – Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Responsible, fairness, judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.
DUTIES : Administer and maintain Logistical loss control records and registers. Maintain and update manual and electronic loss and damage registers. Conduct and support loss investigations. Conduct investigations into theft, damage, shortages and other losses involving departmental assets. Monitor suspense accounts relating to institutional losses and damages. Monitor recoverable losses, write-offs, insurance claims and related processes. Provide loss control information, advice and support. Compile and provide loss control reports and information. Management of performance information, human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/69 : **SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2026/11/66**
Directorate: Financial Accounting

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/ National Diploma in Finance related field with Financial Accounting/Cost with Management Accounting as a major subject. 3-5 years proven financial and management experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Project

management. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.

DUTIES : Control the accounting of State monies and petty cash of Head Office. Control over BAS ledger accounts and institution of various debt accounts. Control over payment of subsistence and travel advances for Head Office. Approve BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Telephone Registers for Financial Control Office. Control the correct issuing of receipts and the correct data capturing on BAS. Checking of claims for Motor Finance Scheme for senior employees. Control over Z59 salary claims for Head Office. Handle the monthly telephone list as prescribed in the procedure manual. Ensure that the personnel in the section comply with the norms and the standards of the Directorate Financial Accounting. Manage, train and supervise personnel. Handle sensitive queries from clients. Acting in higher positions on an "Ad Hock" basis when necessary. Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA. Management of resources.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/70 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: HO 2026/11/67**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Transport Management/Logistics or relevant qualification with 3-5 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making. facilitation, presentation, conflict management, training, communication, time management skills. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and treasury regulations. Service delivery and client orientation. Knowledge of procedure manual on transport. Integrity and honesty. Assertiveness. Influence and impact and ability to network.

DUTIES : Administer and provide support for transport operations and training initiatives. Facilitate and present transport management training programmes. Administer and support policy formulation, review and maintenance. Compile and prepare management reports, statistics and presentations. Management of physical /information resources and adherence to DCS policies /procedures.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/71 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUBSIDIZED AND DEPARTMENTAL TRANSPORT REF NO: HO 2026/11/68**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Transport Management/Logistics/Supply Chain Management or relevant qualification with 3-5 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making. facilitation, presentation, conflict management, training, communication, time management skills. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and treasury regulations. Service delivery and client orientation. Knowledge of procedure manual on transport. Integrity and honesty. Assertiveness. Influence and impact and ability to network.

DUTIES : Administer and support the allocation and management of subsidised vehicles to management and other role-players. Monitor utilisation of subsidised vehicles and update relevant statistics. Implement and execute policies and procedures related to subsidised vehicles. Compile and provide utilisation

statistics and management information reports. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/72 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: PROVISIONING ADMINISTRATION SYSTEM TRAINING REF NO: HO 2026/11/69**
Directorate: Logistics

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized Degree or National Diploma in Logistics/Supply Chain Management/Public Administration. 3-5 years relevant experience. Knowledge of LOGIS System. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA. Knowledge of Treasury Regulations, Operational Plan, Strategic plan, Public Administration Service Act, White Paper. Understanding of policies, manuals and circulars. Knowledge and understanding of LOGIS system. communication, planning and organising, interpersonal, analytical and problem-solving skills. Liaison (internal and external). Honesty, integrity and commitment. Creativity, logical and innovative.
DUTIES : Monitor LOGIS system. Ensure that all prescribed files are opened, completed and signed per financial year. Set up and maintain store specific codes for the store to function as expected. Undertake LOGIS system Logistical inspection. Allocate functions to user. Assist in performing inspections at stores. Monitor the implementation of Logistics policy. Ensure that LOGIS users follow all procedures set by the LOGIS policies. Ensure compliance with relevant policies by facilitating adherence to processes in Logistical services. Monitor LOGIS Balance Score Card. Check the scores per store and identify areas for improvement as per the standard set by National Treasury. Assist users in clearing the transactions on the system. Management of performance information, human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/73 : **SENIOR ADMINISTRATION OFFICER: PERSAL AUDITING REF NO: HO 2026/11/70 (X2 POSTS)**
Directorate: PERSAL Management HR System and Support

SALARY : R413 001 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Human Resource Management or relevant qualification. At least 3 years' experience in PERSAL and HR related fields. Successfully passed the PERSAL course. Experience in conducting inspections/audits will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Good communication, excellent planning and organizing skills. Good liaison skills with other role players/clients, report writing, project management, analytical, rational decision making and interpersonal skills. Professionalism and Integrity. Creativity and innovative thinking.
DUTIES : Coordinate the auditing of identified critical areas. Performing visits and PERSAL audits in the regions. Monitoring of the implementation of the PERSAL data management and access security policy and procedure. Identify discrepancies on human resource data (NMIR- National Minimum Information Requirements) and monitor the rectification thereof. Management of performance information, human resources, finance and assets.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/74 : **SENIOR HR PRACTITIONER: APPOINTMENTS REF NO: HO 2026/11/71**
Directorate: HR Administration and Utilization

SALARY : R413 001 per annum
CENTRE : National Head Office

REQUIREMENTS Relevant Degree/National Diploma in Human Resource Management/ Public Administration/Management. 3-5 years relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of relevant legislations. Knowledge of relevant legislations. Ability to analyse PERSAL reports. Conflict resolution, report writing, problem solving and decision making, team leadership, policy interpretation, confidentiality, integrity and honesty, time management, assertiveness, ability to network, service delivery and client orientation, friendly and adaptability, ability to work under pressure, willingness to travel.

DUTIES : Provide management support of HR appointment process within DCS. Assist in the development and monitoring of policies on appointments. Checking of source documents for appointment processes. Issuing of appointment letters according to the approval, act of appointment and Occupation Specific Dispensation (OSD). Managing of contract appointments. Administration of monthly Annual Performance Plan (APP) and Annual Operation Plan (AOP). Compiling of appointment information annual report. Monitoring and evaluation of appointments, nationally. Compiling of memorandums and filing. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/75 : **ADMINISTRATIVE OFFICER: NATIONAL SALARY CONTROLLER REF NO: HO 2026/11/72**
Directorate: PERSAL Management HR System and Support

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Human Resource Management or relevant qualification. 1-2 years' experience in PERSAL. Successfully passed the PERSAL course. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge regulations, policies and procedures, resolutions and acts. Good communication, excellent planning and organizing skills. Good liaison skills with other role players/clients, report writing, project management, analytical, rational decision making and interpersonal skills. Professionalism and Integrity. Creativity and innovative thinking.

DUTIES : Administer the payments exceeding ACB (Automatic Clearing Bureau) limits. Check payments of every supplementary and salary runs on PERSAL. Administer the access security violations on PERSAL. Received Resource Access Control Facility (RACF) reports from National Treasury. Attend to all salary related queries and register System change Control (SCC) on identified system technical discrepancies. Receive salary queries forwarded to the Salary Controller. Attend to all financial transactions awaiting authorization and identify suspicious allowances not applicable. Receive report of transactions awaiting authorization from Salary Controller. Management of performance information, human resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/76 : **ADMINISTRATIVE OFFICER: GARNISHEE ORDER REF NO: HO 2026/11/73**
Directorate: PERSAL Management HR System and Support

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Public Management/Public Administration/Management or relevant qualification with 1-2 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of regulations, prescripts and applicable policies and procedures. Conflict handling. Sense of confidentiality. Dedication, Planning and organising. Team leadership. Communication and interpersonal skills.

DUTIES : Implement of emolument attachment orders. Receive emolument attachment orders from the Sheriff of the court. Ensure validity of the emolument attachment orders. Check the court stamp, sheriff stamp and the signature of

		the Clerk of the court. Liaison with internal and external stakeholders. Management of performance information, resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/77	:	**HR PRACTITIONER: SERVICE BENEFITS REF NO: HO 2026/11/74** Directorate: HR Administration and Utilization
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognized three (3) year Degree or National Diploma in Human Resource Management or relevant qualification. Knowledge of PERSAL. 1-2yrs relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial administration, plan, organize, lead and control, project management, presentation, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation, integrity and honesty. Assertiveness, willingness to travel, communication, decision making, facilitation, negotiation and problem-solving skills. Networking / liaison with stakeholders. In depth understating of Public Service Regulatory Framework. Conflict management. Knowledge of Correctional Service Act.
DUTIES	:	Administration of housing and accommodation benefits. Administration of employee financial assistance and debt management services. Administration of travel, transport and related employee benefits. Administration and implementation of leave and employee benefits. Management of performance information, resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/78	:	**STATE ACCOUNTANT: INCOME REF NO: HO 2026/11/75** Directorate: Financial Accounting
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office:
REQUIREMENTS	:	An appropriate Degree/National Diploma in Finance related field with Financial Accounting with Cost and Management Accounting as a major subject. 1-2 years relevant finance experience. Knowledge of BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Good knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System. Knowledge of Public Service Regulations, Financial Administration Procedures and Supply Chain Manuals, Transport, Procurement and Asset Management. Ability to access and utilize information. Plan, organize, leadership and control. Conflict resolution, liaison (internal and external), analytical thinking, problem solving, productivity, responsible, accountable, integrity, committed and innovation skills.
DUTIES	:	Responsible for handling accounts payable and accounts receivable. Reconcile monthly revenue collected and pay-over revenue collected to National Treasury. Clearing of suspense accounts. Coordinate the review process of annual tariffs. Issue financial circulars for annual tariffs to be used in each financial year. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks - National Treasury, regions and management areas. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of performance information, resources, finance and assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/79	:	**STATE ACCOUNTANT: FINANCIAL STATEMENT AND DEBT CONTROL REF NO: HO 2026/11/76** Directorate: Financial Accounting
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office

REQUIREMENTS : An appropriate Degree/National Diploma in Finance related field with Accounting, Financial Management, Cost with Management Accounting as a major subject. 1-2 years relevant finance experience in Debt Management. Knowledge of BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Strong data analysis, problem solving, effective communication, presentation and report writing skills. Sound clerical, numeracy organisational and time management abilities. Knowledge of Public Finance Management Act. Understanding of the Public Service legislative and regulatory framework. High level of integrity, attention to detail, accountability and the ability to work independently and under pressure.

DUTIES : Assist with the preparation of annual financial statements in accordance with the modified cash standards. Perform monthly debtor reconciliations and resolving reconciling items. Assist with debt collection processes to ensure timely recovery of outstanding debts. Ensure accurate and timeous recording of all debtor transactions in the appropriate accounts. Ensure that all transactions captured on BAS are authorised within prescribed timeframes. Maintain proper filing systems and safeguard debtor records for audit purposes. Perform daily administrative duties within the Debt Control section. Coordinate monthly stationery requirements for the section. Monitor monthly reports on the status of suspense accounts. Ensure reporting is compliant with section 32 of the PMFA by maintaining effective financial management and internal controls. Management of performance information, resources, finance and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/80 : **JUNIOR DEVELOPER REF NO: HO 2026/11/77 (X2 POSTS)**
Directorate: System Development Infrastructure

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised National Diploma/Degree in Information Technology. 1-2 years' working knowledge of software development. Experience in developing intranet and internet websites. Knowledge of basic coding language such as XML, XSL, HTML, JavaScript, VB Scrip, Visual Basic, COM, ASP< C#, SQL. Database (i.e. oracle and MS SQL) knowledge will be an added advantage. Valid driver's licence. Competencies And Attributes: Technical Knowledge. Training in telephone etiquette. Training in image projection. Communication (verbal & written). Interpersonal relations. Time management. Team Work. Problem solving skills. Analytical thinking. Accountable. Committed. Disciplined. Flexible. Punctual. Respect. Self-confidence. Integrity and honesty. Professionalism. Understanding of Public Service policy and legislative framework. Service delivery and client orientation.

DUTIES : Develop and publish website content. Writing stable code. Internet and intranet maintenance. Writing and maintaining code. Monitoring the technical performance of internal systems. Debugging code. System documentation. Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/81 : **NETWORK CONTROLLER REF NO: HO 2026/11/78 (X2 POSTS)**
Directorate: Infrastructure and Telephony

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : National Diploma/Degree in Information Technology, Computer Science, Information Systems or Computer Engineering (NQF level 6) as recognised by SAQA. A+, N+ and Security + will be added advantage. 1-2 years' experience in IT and network environment. Valid driver's licence. Competencies And Attributes: Good understanding of MS Windows 11/ Office 365 as well as the MS Office suite. Planning and organising regarding own work. Ability to operate computer hardware and software. Problem solving. Ability to work in a team.

		Interpersonal relationships. IT literacy. Record keeping. Typing skills. Information gathering. Communication skills. Improve efficiency with regards to own work. Be able to function autonomously.
DUTIES	:	Provide desktop /server support. Install and maintain Transversal system (BAS, LOGIS, PERSAL). Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Monitor and connect IP Telephony and Video Conferencing. Management of resources. Management of performance information.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/82	:	**HELP DESK SUPPORT TECHNICIAN REF NO: HO 2026/11/79** Directorate: IT Infrastructure and Telephony
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognized degree or national diploma in Computer Science/Information Technology or equivalent qualification. (A+, N+) and 1-2 years' experience in ICT helpdesk and ITIL certification. Valid driver's licence.. Competencies And Attributes: Knowledge of multiple technical disciples (workstation connectivity, applicable software, and troubleshooting techniques). Good customer relations. Desktop hardware and software knowledge. Knowledge of desktop fault diagnosis and rectification. Telephone etiquette. Ability to work in a team. Typing, analytical, problem solving and good communication skills.
DUTIES	:	Provide first line support. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Liaise with clients and external vendors on logged calls. Log calls with external vendors as per service level agreement and track the resolution of the incident. Classify level, priority and nature of incident/problem. Escalate incidents and problems in the help desk system to other support areas. Track activities related to the resolution of the incident/problem. Administration of logged calls. Enhance technical analysis in terms of software/hardware trouble-shooting and problem-solving. Provide advice regarding the set-up, configuration and usage of computers.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/83	:	**HR PRACTITIONER: SELECTIONS REF NO: HO 2026/11/80** Directorate: HR Administration and Utilization
SALARY	:	R338 106 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource /Public Admin or relevant qualification. 1-2 years' experience in the recruitment and appointment environment. Computer literate. Valid driver's licence.. Competencies And Attributes: Knowledge of HR policies related to recruitment and selection and DPSA guidelines. Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. Report-writing, Interpersonal relations, Confidentiality and self-discipline, Communication, Problem-solving and listening skills. Knowledge of Public Service Regulations, Employee Relations Act. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection, analyses, interpretation, dissemination regarding HR policies, acts and regulations. Basic Conditions of Employment Act. Employment Equity Act and other HR relevant mandates.
DUTIES	:	Coordinate and administer selection processes for entry-level, junior, middle and senior management posts in accordance with applicable legislation, policies and departmental frameworks. Coordinate all administrative processes related to shortlisting, interviews and competency-based assessments. Coordinate logistical arrangements for selection processes, including travel, accommodation, venues, catering and assessment services. Ensure effective document management, filing and safekeeping of recruitment and selection records. Management of performance information. Management of resources.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/84 : **HR PRACTITIONER: RECRUITMENT REF NO: HO 2026/11/81**
Directorate: HR Administration and Utilization

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or relevant qualification. 1-2 years' experience in the recruitment and selection environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Implement the HR provisioning policies. Compile and prepare recruitment and selection memoranda in accordance with HR recruitment and selection procedures. Forward relevant documentation to Security Standards for vetting and clearance processes. Coordinate logistical arrangements, including travel, accommodation, venues and catering services. Ensure effective document management, filing and safekeeping of recruitment and selection records. Management of resources. Management of performance information.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/85 : **HR PRACTITIONER: SERVICE BENEFITS REF NO: HO 2026/11/82**
Directorate: HR Administration and Utilization

SALARY : R338 106 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Human Resource Management or relevant qualification. Knowledge of PERSAL. 1- 2yrs relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public service policies and legislative frameworks. Knowledge of HR policy processes and implementation. In depth understanding of Public Service regulatory framework. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Administer housing and accommodation benefits. Administer employee financial assistance and debt management services. Administer travel, transport and related employee benefits. Administer and implement leave and employee benefits. Management of resources. Management of performance information.
ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE : Appointment under the Public Service Act.

POST 38/86 : **ADMINISTRATIVE OFFICER: LOGISTICS AND STORES**

SALARY : R338 106 per annum
CENTRE : Kroonstad Training College Ref No: HO 2026/11/83
Zonderwater Training College Ref No: HO 2026/11/84
REQUIREMENTS : Recognized Degree or National Diploma in Logistics /Supply Chain Management/ Purchasing Management or relevant qualification with 1-2 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time

management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

DUTIES : Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/87 : **ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: HO 2026/11/85**
Directorate: Logistics

SALARY : R338 106 per annum
CENTRE : National Head Office:
REQUIREMENTS : Relevant Degree/National Diploma in Supply Chain Management/Logistics. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, GAAP and applicable mandates and legislation. Knowledge of administration of assets. Knowledge of LOGIS system. Knowledge of project management. Analytical, customer relations, problem-solving and communication skills. Interpersonal relations. Customer orientated. Outgoing personality. Ability to work in a team and build strong relationships. Reliable, honesty and working knowledge of MS Office packages.

DUTIES : Conduct annual asset verification and asset disposal. Perform physical asset verification and condition assessment. Administer reconciliation between BAS and LOGIS. Asset depreciation and reconciliation. Perform asset balancing and reconciliation. Ensure implementation of transport, LOGIS and procurement policies. Administration of warehouse, transit and fleet. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/88 : **ADMINISTRATIVE OFFICER: HEAD OFFICE STORES REF NO: HO 2026/11/86**
Directorate: Logistics

SALARY : R338 106 per annum
CENTRE : National Head Office:
REQUIREMENTS : National Diploma/Degree in Logistics/ Supply Chain Management or relevant qualification. 1–2 years' relevant experience in stores, logistics or related environment. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals –Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Good interpersonal, conflict management and problem-solving skills. Responsible, fairness, judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.

DUTIES : Render acquisition services. Receive requests for goods from end users. Receive and issue stores items. Receive and check goods against relevant documentation. Maintain stores records and information. Update and maintain goods registers and databases. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/89 : **ADMINISTRATOR: AUDIT INQUIRIES REF NO: HO 2026/11/87**
Directorate: Internal Control and Compliance

SALARY : R338 106 per annum
CENTRE : National Head Office

REQUIREMENTS : An appropriate National Diploma/Degree in Auditing, Internal Auditing, Accounting, Financial Management, Risk Management or related field. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Financial Management Act (PFMA) and Treasury Regulations. Financial training, data analysis, communication and problem-solving skills. Ability to prioritise and manage multiple tasks, innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, ability to network, integrity and honesty.

DUTIES : Administration and coordination of audit inquiries. Monitor the progress of audit inquiries and corrective actions. Support the implementation and maintenance of internal control measures. Liaise with internal and external stakeholders regarding audit inquiries and responses. Maintain audit and compliance records in accordance with records management policies. Management of resources. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/90 : **SPECIALISED SECURITY OFFICER: MOVEMENT: PHYSICAL TRAINING [CB2-1] REF NO: HO 2026/11/20**

SALARY : R326 061 per annum

CENTRE : Zonderwater Training College

REQUIREMENTS : Matric/ Grade 12 or relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.10 years relevant experience gained at the entry level production post (CB1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Registered and accredited as an Assessor and Moderator will be an added advantage. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Prepare for the intake of learnership and skills programmes. Provide tonfa/self-defence training to learners. Provide health and fitness training, sports, recreation, arts and cultural activities to learners. Supervise learners at the college. Liaise with internal and external stakeholders. Management of physical and information resources. Prepare for Instructional Learning. Supervising of offenders when cleaning facilities. Present self-defence movement as well as physical training to course attendees. Research new trends to ensure that current practices are implemented. Evaluation of training, interpreting thereof and providing of feedback. Performing of training related administration. Oversee gymnasium equipment. Control over maintenance of sport facilities and equipment. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Service Act.

POST 38/91 : **SPECIALISED SECURITY OFFICER GRADE 1: FACILITATOR [CB2-1]**

SALARY : R326 061 per annum

CENTRE : Kroonstad Training College Ref No: HO 2026/11/21 (X5 Posts)
Zonderwater Training College Ref No: HO 2026/11/22 (X2 Posts)

REQUIREMENTS : Matric/ Grade 12 or relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training. 10 years relevant experience gained at the entry level production post (CB1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Registered and accredited as an Assessor and Moderator will be an added

advantage. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Manage learnership administration. Manage establishment and preparation of Portfolio of Evidence (POE). Plan, prepare and manage resources. Communicate and relate professionally with learners and work as a team. Management of resources. Presenting of instructional learning. Prepare for experiential learning. Implement training and development processes. Research new international and national trends in corrections. Evaluate training and give feedback. Knowledge of training-related administration and financial management. Training of learners. Responsible for the facilities and equipment in the section. Management of learners and ensuring the availability of facilities i.e sleeping accommodation for learners and training rooms prior to the commencement of the correctional science learnership programme. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Service Act.

POST 38/92 : **SENIOR ADMINISTRATION CLERK: REGISTRATION REF NO: HO 2026/11/88**

SALARY : R280 278 per annum

CENTRE : Kroonstad Training College

REQUIREMENTS : Recognized three (3) year Degree or National Diploma in Public Administration or relevant qualification. 1-2 years' relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.

DUTIES : Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/93 : **ADMINISTRATION CLERK: HEAD OFFICE STORES REF NO: HO 2026/11/89**
Directorate: Logistics

SALARY : R237 453 per annum

CENTRE : National Head Office

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Basic computer literacy. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals –Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Good interpersonal, conflict and problem-solving skills. Responsible, fairness, good judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.

DUTIES : Render acquisition services. Receive requests for goods from end users. Receive and issue stores items. Receive and check goods against relevant documentation. Maintain stores records and information. Update and maintain goods registers and databases. Management of assets.

ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/94	:	**ADMINISTRATION CLERK: ADMINISTRATION SUPPORT**
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office: Directorate: Policy, Research and Information Management Ref No: HO 2026/11/90 Directorate: Policy and Procedure Coordination Ref No: HO 2026/11/91 Directorate: Production Workshop and Agriculture Ref No: HO 2026/11/92
REQUIREMENTS	:	Grade 12 or equivalent qualification. No experience required. Previous experience in administration duties and records keeping will be an added advantage. Computer literate in MS Office (Word, Excel, PowerPoint, Access, etc.). Competencies And Attributes: Financial policy regarding claims, expenditure, advance and payments, invoices, etc. Uniform filing system. Knowledge of memoranda, fax and letter format.
DUTIES	:	Render administrative support. Provide clerical and logistical support. Schedule and coordinate meetings. Maintain and organise documentation, including minutes, drafts and submissions. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Validate staff inventory in line with inventory register. Requisitioning of supplies. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/95	:	**ACCOUNTING CLERK: EXPENDITURE CONTROL REF NO: HO 2026/11/93** Directorate: Financial Accounting
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. No experience required. Previous experience in finance environment will be an added advantage. Computer literate. Competencies And Attributes: Financial policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of the uniform filing system. Knowledge of memoranda, fax and letter format. Good written and verbal communication skills.
DUTIES	:	Handle all aspects by ensuring correctness and timeous payments of suppliers and financial procedures with regard to capturing of face value documents. Exercise control over BAS input documents. Assist with clearing inter-responsibility accounts. General office administration. The incumbent will liaise with the relevant bodies/sections in the execution of his/her tasks. Execute the responsibilities of official as stipulated in Section 45 of the Public Finance Management Act. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/96	:	**ACCOUNTING CLERK: EXCHEQUER CONTROL REF NO: HO 2026/11/94** Directorate: Financial Accounting
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. Computer literate. No experience required. Knowledge of BAS will be an added advantage. Competencies And Attributes: Ability to work independently and in a team. Good communication (verbal and written) skills. Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
DUTIES	:	Handle all aspects with regard warrant vouchers. Control over official banking accounts including amendments. Control over BAS input documents. Assist with clearance of asset and liability accounts. Handling of telephone queries, faxes and letters. Liaise with the relevant bodies/sections in the execution of his/her tasks. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/97 : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: HO 2026/11/95**
Directorate: Management Accounting

SALARY : R237 453 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Previous experience in finance environment will be an added advantage. Computer Literate. Competencies And Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of the DCS uniform filing system. Knowledge of memoranda, fax and letter format. Good written and verbal communication skills.

DUTIES : Render clerical support for the Directorate: Management Accounting. Compile and coordinate clerical activities to ensure smooth administrative operations. Assist with budget planning and expenditure monitoring tasks where necessary. Act as a user clerk responsible for capturing and verifying transactions within departmental systems. Ensure proper tracking, filing and retrieval of all documentation in compliance with audit and financial regulations. Assist in the updating and maintenance of the asset register. Support asset verification processes, facilitate movement forms and help coordinate asset disposal procedures in compliance with policy. General office administration support. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Exercise inventory control. Requisitioning of supplies. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/98 : **ACCOUNTING CLERK: FINANCIAL POLICIES AND DIRECTIVES REF NO: HO 2026/11/96**
Directorate: Financial Accounting

SALARY : R237 453 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Relevant experience in finance will be an added advantage. Computer literate. Competencies And Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.

DUTIES : Render clerical assistance in the financial directives' office. Update, maintain and distribute financial documents. Update, maintain and distribute FAP manuals. Compile memorandums. Distribution and filing Financial Act and Regulations. Evaluation of FAP, Treasury Regulations, financial circulars etc. Responsible in accordance with Section 45 of the PFMA. Maintenance of communication column on financial matters. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/99 : **CLERK STORES: POSTING REF NO: HO 2026/11/97**

SALARY : R237 453 per annum
CENTRE : Kroonstad Training College
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies And Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. Client orientation and

customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

DUTIES : Register requisitions and vouchers on LOG 10 files. Capture transactions on LOGIS. Posting of external as well as internal receipt/issue vouchers. Posting of extra- ordinary receipts and issues. Channelling of vouchers to warehouse for issuing. Filing of requisitions and vouchers. Update LOG 10 files and filing documentation numerically as registered. Handling of enquiries from cost centres. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/100 : **CLERK STORES: TRANSIT REF NO: HO 2026/11/98**

SALARY : R237 453 per annum

CENTRE : Kroonstad Training College

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

DUTIES : Safekeeping of items in transit. Bar coding of assets received. Acknowledgement of receipts and issue voucher register. Monitor movement and face value forms. Checking the stock received for quality and quantity. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/101 : **CLERK STORES: WAREHOUSE REF NO: HO 2026/11/99 (X2 POSTS)**

SALARY : R237 453 per annum

CENTRE : Kroonstad Training College

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Knowledge of relevant prescripts for Logistics. Understanding of the LOGIS system, Supply Chain Manuals – Procurement and LAPPM Chapter 1-10. Financial Management. Knowledge of Section 38 of the PFMA, Treasury Regulations, Asset Management Guidelines, Public Service Regulations, HRM policies and procedures. Report writing, presentation, training and problem-solving skills. Internal and external liaison.

DUTIES : Administer all goods/stocks received in line with Logistical policies. Administer transit and allocation of stock Provide general office administration support. Management of assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/102 : **REGISTRATION CLERK REF NO: HO 2026/11/100 (X2 POSTS)**

SALARY : R237 453 per annum

CENTRE : Zonderwater Training College

REQUIREMENTS : Grade 12 or equivalent qualification. Experience in a similar environment will be added an advantage. Computer literate. Competencies and Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time

		management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.
DUTIES	:	Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/103	:	**ADMINISTRATION CLERK: DISABILITY ASSISTANT REF NO: HO 2026/11/101** Directorate: Policy and Procedure Coordination
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. Experience working with a person with disability will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service legislation framework. Job knowledge. Communication and interpersonal relations. Coordination, committed and discipline. Ability to access required information. Flexible, punctual and respect. Self-confidence, trustworthy and self-motivation. Compassionate. Planning and organizing skills.
DUTIES	:	Provide reasonable accommodation in a form of personal assistive device to the Deputy Director: Policy Coordination. Support the Deputy Director's independence and effective participation in all areas of his work. Render driver services to the Deputy Director for official purposes. Provide administration support. Ensure effective flow of information and documents within the office. Capture requisitions on LOGIS system and obtain quotations. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 38/104	:	**CALL CENTRE AGENT REF NO: HO 2026/11/102 (X3 POSTS)** Directorate: Marketing and Promotions
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office
REQUIREMENTS	:	Grade 12 (Matric). Post-school Certificate/Diploma in customer service/administration will an added advantage. No Experience required. Experience in a Call Centre environment will be an added advantage. Computer literate. Competencies And Attributes: Proficient with CRM (e.g., MS Dynamics, Salesforce, or prescribed system), MS Office (Outlook, Excel, Word). Knowledge of call handling platforms (ACD/IVR/softphone), ticketing workflows, and knowledge base use. Understanding of POPIA and information security basics. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards. Customer-centric, empathetic communication, active listening. Problem-solving and sound judgment. Attention to detail and accuracy. Resilience, stress tolerance, and time management. Team collaboration and accountability. Written communication for Notes, memos, letters and reports.
DUTIES	:	Handle enquiries and client service to deliver professional, courteous and accurate responses through all channels. Resolve enquiries at first point of contact wherever possible. Capture all enquiries comprehensively and accurately on the prescribed Customer Relations Management (CRM)system. Escalate complex matters promptly to relevant branches/units with clear documentation. Maintain accurate records and support reporting and audit requirements. Safeguard personal information and sensitive data. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

POST 38/105	:	**SECRETARY**
SALARY	:	R237 453 per annum
CENTRE	:	National Head Office: Office of the CDC Remand Detention (Ref: HO 2026/11/101) Directorate: Remand Administration and Case Flow Ref No: HO 2026/11/102 Directorate: Remand Detention Maintenance Ref No: HO 2026/11/103 Directorate: Service Delivery Improvement Ref No: HO 2026/11/104 Directorate: Corrections Administration Ref No: HO 2026/11/105 Directorate: Pre-Release Ref No: HO 2026/11/106 Directorate: Financial Accounting Ref No: HO 2026/11/107 Directorate: Spiritual Care Ref No: HO 2026/11/108
REQUIREMENTS	:	Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. No experience required. Computer literate. Competencies And Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
DUTIES	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.

ANNEXURE D

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 06 November 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV and a completed, initialled and signed Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 38/106 : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/9/10**

SALARY : R605 742 per annum

CENTRE : KwaZulu-Natal Provincial Office

REQUIREMENTS : Three (3) National Diploma (NQF 6) Undergraduate bachelor's degree (NQF 7) in Social Science (Psychology)/Bachelor of Arts (Psychology) Public Administration/Business Administration. a Valid Driver's license. 4 years' experience of which Two (2) years at Supervisory level (Senior Admin Officer/ practitioner) in Public Employment /Public Administration/ Management Services. Knowledge: Departmental policies and procedures ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes and Relevant government strategies. Skills: Facilitation

skills, Planning and Organizing, Computer literacy, Interpersonal skills, Leadership skills, Networking skills, Verbal and Written communication, Presentation skills, Information management, Analytical, Reporting writing skills.

DUTIES : Coordinate International Cross-Border Labour Migration and PEA and TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provisioning of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.

ENQUIRIES : Ms. Z. Maseko Tel No: (031) 366 2246

APPLICATIONS : Applications, for attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Provincial Office, Deputy Director: Human Resource Management, Provincial Office, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za

NOTE : EE targets: Priority will be given to Coloured males, Coloured Females, Indian male, and Indian females, White males.

POST 38/107 : **ASSISTANT DIRECTOR: FACTORY PRODUCTION REF NO: HR4/26/10/04**

SALARY : R605 742 per annum

CENTRE : Supported Employment Enterprises, Rand Factory

REQUIREMENTS : Three (3) year National Diploma NQF (6) in Operations Management/ Production Management /Industrial Engineering. Two (2) years' functional experience in Production/Operations environment, two years' supervisory experience, experience in clothing manufacturing will be an added advantage. Knowledge: Good governance, Departmental policies and procedures, General administrative procedures, Recruitment and selection, Disability Act, Basic research, Public Service Regulations, UI Act, COIDA, EEA, Occupational Health and Safety Act, Skills: Planning and Organizing, Communication and presentation skills, Computer skills, Analytical, Facilitation, Interpersonal, Leadership and problem solving, Innovative, Stakeholder management, Project management.

DUTIES : Manage and monitor production within the factory. Monitor the operational functions of the factory. Develop and provide sound relations with internal and external clients. Manage staff and other resources.

ENQUIRIES : Ms ME Msiza Tel No: (012) 843 7300 / 7409

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria Email: Jobs-SEE3@labour.gov.za

NOTE : Priority will be given to Persons with Disabilities, African Males, African Females, Coloured Females, Indian Males, Indian Females, White Females.

POST 38/108 : **EMPLOYMENT SERVICE COORDINATOR REF NO: HR4/4/8/1027**

SALARY : R605 742 per annum

CENTRE : Provincial Office: Free State, Bloemfontein

REQUIREMENTS : Three (3) year relevant qualification in Social Sciences (Psychology)/ Public/ Business Administration. Driver's License. Two (2) years management experience, Two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: Relevant ILO Conventions. Financial Management. Human Resource Management. Recruitment and Selection Processes. Relevant government strategies. Skills: Planning and organizing. Verbal and written communicate. Computer Literacy. Analytical. Presentation. Interpersonal. Report writing. Leadership. Networking. Information Management.

DUTIES : Coordinate International Cross- Border Labour Migration and PEA/ TES functions daily. Coordinate the provision of services to distressed companies daily. Facilitate stakeholder relations for acquisition of placement opportunities daily. Provide operational and technical support to labour centres for the delivery of effective employer services daily. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service daily. Facilitate the training of ESSA end users (internal and external) on employer service daily.

ENQUIRIES : Ms. K Mogotloane Tel No: (051) 505 6323

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-fsPESCo@labour.gov.za

NOTE : Priority will be given to African Males, African Females, African with Disabilities and Colored Males, White Males and White Females.

POST 38/109 : **EMPLOYER SERVICE CO-ORDINATOR REF NO: HR4/4/4/08/01**

SALARY : R605 742 per annum

CENTRE : Provincial Office Parktown

REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Sciences (Psychology)/ Public/ Business Administration. Two (2) years Management experience. Two (2) years' functional experience in Public Employment /Public Administration / Management Services. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Relevant government strategies. Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Immigration Act. Skills: Planning and organizing, Verbal and written communication. Analytical. Computer literacy. Presentation. Interpersonal. Report writing. Leadership. Networking. Information Management. Analytical. Innovative. Client focused/centric. Sense of responsibility. Ability to work under pressure.

DUTIES : Coordinate International Cross-Border Labour Migration and PEA/ TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service. Manage and analyse the reports for employer service. Manage all the resources in the Sub-Unit.

ENQUIRIES : Mr M Netshisaulu Tel No: (011) 853 0300

APPLICATIONS : Deputy Director: Public Employment Services, Hand deliver at 47 Empire Road, Parktown, Johannesburg Email: Jobs-GP20@labour.gov.za

NOTE : Priority will be given to Coloured males, Coloured Females, Indian males, White males and White Females.

POST 38/110 : **ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X16 POSTS)**
(Three (3) year contract)

SALARY : R605 742 per annum, plus 37% in lieu of benefits

CENTRE : Durban Labour Centre Ref No: HR4/4/9/12 (X1 Post)
Labour Centre: Prospecton Ref No: HR4/4/9/13 (X1 Post)
Labour Centre: Newcastle Ref No: HR4/4/9/14(X1 Post)
Labour Centre: Richards Bay Ref No: HR4/4/9/15 (X1 Post)
Labour Centre: Estcourt Ref No: HR4/4/3/9/16 (X1 Post)
Labour Centre: Pietermaritzburg Ref No: HR4/4/9/17 (X1 Post)
Labour Centre: Pinetown Ref No: HR4/4/9/18 (X1 Post)
Labour Centre: Richmond Ref No: HR4/4/9/19 (X1 Post)
Labour Centre: Ladysmith Ref No: HR4/4/9/20 (X1 Post)
Labour Centre: Verulam Ref No: HR4/4/9/21 (X1 Post)
Labour Centre: Vryheid Ref No: HR4/4/9/22(X1 Post)
Labour Centre: Port Shepstone Ref No: HR4/4/9/23 (X1 Post)
Labour Centre: Stanger Ref No: HR4/4/9/24 (X1 Post)
Labour Centre: Kokstad Ref No: HR4/4/9/25 (X1 Post)
Labour Centre: Ulundi Ref No: HR4/4/9/26 (X1 Post)
Labour Centre: Dundee Ref No: HR4/4/9/27 (X1 Post)

REQUIREMENTS : Undergraduate qualification in Operations Management or Research/ Public Management or Administration / Business Administration or Management / Administrative Management / Management / Financial Accounting / Finance at NQF Level 6 or 7 as recognized by SAQA. Driver's Licence will be an advantage. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) must be at supervisory level. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Relations (PSR), Basic Condition of Employment (BCEA), Public Financial Management Act (PFMA), Protection of Personal Information

Act (POPIA) Skills: Driving skills, Computer, Report Writing. People Management, Time Management, Communication Management, Customer Relations, Supervisory Skills, Presentation Skills, Numeracy Skills, Analytical Skills.

DUTIES : Facilitate the provision of UI claims and process at a Labour Centre, Coordinate the quality assurance of UI applications, registration and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance and risk matters for UI at Labour Centre. Manage resources in the Division.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500 (Durban)
Mr K Naidoo Tel No: (031) 065 0100 (Prospecton)
Miss T Khumalo Tel No: (036) 638 1900 (Newcastle)
Mr I Ximba Tel No: (035) 760 1614 (Richards Bay)
Mr J Fakazi Tel No: (036) 352 7767 (Estcourt)
Mr M September Tel No: (033) 341 5300 (Pietermaritzburg)
Mr B Gwala Tel No: ((031) 701 7740 (Pinetown)
Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)
Miss ZP Dlamini Tel No: (032) 541 5600 (Verulam)
Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)
Mr S Biyase Tel No: (039) 688 6900 (Port Shepstone)
Mr M Mwelase Tel No: (032) 551 7300 (Stanger)
Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
Mr TJ Nkosi Tel No: (035 879 8800 (Ulundi)
Mr M Mthimkhulu Tel No: 034 299 7000 (Dundee)

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For Online applications email Jobs-KZN17@Labour.gov.za

Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at No.3 Prospecton Place, Prospecton. For Online applications Email to: Jobs-KZN24@Labour.gov.za

Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN20@Labour.gov.za

Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za

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

Deputy Director: Pietermaritzburg Labour Centre: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN12@Labour.gov.za

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

Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN19@Labour.gov.za

Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: JobsKZN30@Labour.gov.za

Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN29@Labour.gov.za

Deputy Director: Port Shepstone Labour Centre: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN23@Labour.gov.za

Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: JobsKZN10@Labour.gov.za

Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN15@Labour.gov.za

Deputy Director: Ulundi Labour Centre, P/Bag X56, Ulundi 3838 Or hand deliver at Unit A, Wombe Street, Ulundi. For Online Applications: Jobs KZN3@labour.gov.za
Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs KZN4@labour.gov.za

POST 38/111 : **TEAM LEADER REF NO: HR4/4/6/46**

SALARY : R413 001 per annum
CENTRE : Labour Centre: Lephalale
REQUIREMENTS : Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations / Labour Law / LLB / BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES : Ms. MS Lebogo Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Job-LEPH@labour.gov.za
NOTE : EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.

POST 38/112 : **INSPECTOR REF NO: HR4/4/10/11**

SALARY : R413 001 per annum
CENTRE : Kariega Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ B. Tech Degree in Labour Relations/ LLB. Two (2) years of functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act. Occupational Health and Safety Act. COIDA. SABS Codes. Unemployment Insurance Act. UI Contributions Act. Employment Equity Act. Immigration Act. Skills: Facilitation Skills. Planning and organising. Computer Literacy. interpersonal skills. Conflict handling skills. Negotiation skills. Problem Solving skills. Interviewing skills. Presentation skills. Innovative. Analytical. Verbal and written communication skills.
DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislation, namely, Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHSA) and UI Contributions Act (UICA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making presentations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour

		legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES	:	Ms. WXS Koba Tel No: (041) 995 7047
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 562, Kariega, 6230 or Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za
FOR ATTENTION	:	Deputy Director: Labour Centre Operations.
NOTE	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
POST 38/113	:	**EMPLOYMENT SERVICE PRACTITIONER (ESP 2) REF NO: HR4/4/8/1026**
SALARY	:	R413 001 per annum
CENTRE	:	Ficksburg Labour Centre Free State
REQUIREMENTS	:	Three (3) year relevant qualification in Social Science/ Public Administration. No experience required. Knowledge: ILO Conventions. Social Plan Guidelines. Human Resource Management. Financial Management. Skills: Planning and organizing. Communication skills. Computer. Analytical. Presentation. Interpersonal. Report Writing. Leadership. Networking.
DUTIES	:	Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the labour centre.
ENQUIRIES	:	Ms. T Mvelase Tel No: (051) 933 3705
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein or email: Jobs-fsESPFck@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.
POST 38/114	:	**SENIOR CLAIMS ASSESSOR: COMPENSATION FUND REF NO: HR4/4/1/84**
SALARY	:	R413 001 per annum
CENTRE	:	Komani Labour Centre
REQUIREMENTS	:	Senior Certificate plus a 3-year recognized qualification (NQF6 SAQA recognized) in Public Management / Business Management / Operations Management / Management / Human Resources Management / Nursing / Law/ LLB /B. Com / Finance / Administration. A valid driver license. 2 years' experience in Compensation or Medical Claims Processing Environment. Knowledge: Claims Handlin, Brand and Customer Oriented Service Delivery, Public Services Act and Regulations, COID Tariffs, Public Services Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund, Occupational Health and Safety Act (OHS), Constitution of the Republic of South Africa No. 108 of 1996, Relevant regulations, laws and legislation. Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Oriented Services Delivery, Business and Finance Acumen, Communications, Emotional Intelligence, Ethics and Governance, Team orientation.
DUTIES	:	Adjudicate registered and fatal claims per delegation's requirements. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as per delegations. Handle complex inquiries and advocacy sessions. Supervision of staff.
ENQUIRIES	:	Ms. N Tetyana Tel No: (045) 807 5400
APPLICATIONS	:	Deputy Director: Labour Centre Operations, P.O. Box 323, Komani, 5320. Hand deliver at No.10 Robinson Road Komani, 5320. Email Jobs–ECQTN@labour.gov.za
NOTE	:	African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply.

POST 38/115	:	**FIELD ICT TECHNICIAN REF NO: HR 4/4/7/96**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	A Three-year National Diploma (NQF)6)/Undergraduate Degree (NQF7) in Information Technology / Information Systems plus a valid drivers' licence.2 years' functional experience in the ICT field /environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End user support procedures, operating systems, Active Directory, back up technologies and processes, ICT Service Management Processes, Departmental Policies and procedures, Batho Pele Principles Skills: Communications, Analytical thinking, Process Improvement, Leadership, Good interpersonal relation, Listening.
DUTIES	:	Provide Desktop and Printer support, Provide Call management on Information Technology Service Management System (ITSM), Provide Local Area Network (LAN) Support.
ENQUIRIES	:	Ms Ne Mashibini Tel No: (013) 655 8700
APPLICATIONS	:	The Deputy Director: Finance and Office Services: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hofmeyer and Beatty Avenue Emalahleni. Email: Jobs-MPU-ICT@labour.gov.za
NOTE	:	EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability.
POST 38/116	:	**INSPECTOR REF NO: HR4/4/10/10 (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Gqeberha Labour Centre
REQUIREMENTS	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
DUTIES	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
ENQUIRIES	:	Mr V Sityana Tel No: (041) 506 5000
APPLICATIONS	:	Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 or hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000; Email: Jobs-ECPLZ@LABOUR.gov.za
NOTE	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
POST 38/117	:	**OFFICE ADMINISTRATOR REF NO: HR4/4/8/1028**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three-year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Office Management, Information Management and Technology, Public Administration, Business Administration, Business Management, Public Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedure. Planning and organizing. Administration procedures. Batho Pele principles. Interpersonal relations. Skills: Facilitation, Interpersonal relationship,

		Communication both (verbal and written) Computer. Telephone etiquette, Organising, Decision Making, Analytical, Project Management.
DUTIES	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Chief Director. Render a Secretariat Service for the Office of the Chief Director. Assist in monitoring and maintaining the budget including the supply chain for the Chief/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief/ Directorate. Provide Management information and records management services in the Chief/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
ENQUIRIES	:	Ms. E Maneli Tel No: (051) 505 6203
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-fs2@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.
POST 38/118	:	**OFFICE ADMINISTRATOR REF NO: HR4/4/8/183**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate/ bachelor's degree (NQF7) qualification in Office Management/ Information Management and Technology; Public Administration; Business Administration, Business Management; Public Management. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures, Planning and organising, administrative procedures, Interpersonal relations Skills: Interpersonal, Telephone etiquette, Organizing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Project Management.
DUTIES	:	Provide a receptionist support to the Chief Directorate including diary management for the Chief Director. Render secretariat service for the office of the Chief Directorate. Assist in monitoring and maintaining the budget including the supply chain for the Chief Directorate. Facilitate and coordinate all logical and resource requirements of the Chief Directorate. Provide Management Information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
NOTE	:	Priority will be given to African female, Indian male, Indian females, White males.
POST 38/119	:	**OFFICE ADMINISTRATOR REF NO: HR4/4/1/105**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Eastern Cape
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate / Bachelor Degree (NQF7) qualification in Office Management / Information Management and Technology; Public Administration; Business Administration, Business Management; Public Management. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures, Planning and organising, administrative procedures, Interpersonal relations Skills: Interpersonal, Telephone etiquette, Organizing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Project Management.
DUTIES	:	Provide a receptionist support to the Branch/ Office/Chief Directorate/Directorate including diary management for the Director. Render secretariat service for the office of the Directorate. Assist in monitoring and maintaining the budget including the supply chain for the Directorate. Facilitate and coordinate all logical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.
ENQUIRIES	:	Mr K Nkanjeni Tel No: (043) 701 3000

APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag 9005, East London. Hand deliver at No. 03 Hill Street East London. Email: Jobs-EC2@labour.gov.za
NOTE	:	African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply.
POST 38/120	:	**ADMINISTRATIVE OFFICER: EMPLOYER SERVICES REF NO: HR4/4/4//09/46**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Three (3) year tertiary qualification in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
DUTIES	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large provisional) opportunities from key stakeholders and DEL placement services opportunities.
ENQUIRIES	:	Mr M Netshisaulu Tel No: (011) 853 0300
APPLICATIONS	:	Deputy Director: Public Employment Services, Hand deliver at 47 Empire Road, Parktown, Johannesburg. For online application for follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- priority will be given to White males and White females.
POST 38/121	:	**CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICE (X3 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Kwa- Mhlanga Labour Centre Ref No: HR4/4/7/92 (X1 Post) Mashishing Labour Centre Ref No: HR4/4/7/93 (X1 Post) Bronkhorstspruit Labour Centre Ref No: HR4/4/4/08/04 (X1 Post)
REQUIREMENTS	:	Grade12/Matriculation. No experience. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service regulations, Public Service Act, Knowledge of the Departmental Policies, procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, problem solving.
DUTIES	:	Render service at help as the first point of entry within the Registration Service. Resolve all complaints on IES legislation received from Clients within the scope and dictates of the IES SPO. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Mr S Ndimande Tel No: (013) 655 8700 Mr L Mokhasi Tel No: (013) 235 2368 Ms M A Phasha Tel No: (013) 932 0197 (Bronkhorstspruit)
APPLICATIONS	:	The Deputy Director Labour Centre Operations X4016, Kwa-Mhlanga, 1022 or hand delivered at The Roch Complex, Ezakheni, Kwa-Mhlanga, 1022. Email: Jobs-MPU-CSOIES5@Labour.gov.za sThe Acting Deputy Director Labour Centre Operations X20081, Mashishing, 1120 or hand delivered at 51 De Clerk Street, Mashishing. Email: Jobs-MPU-CSOIES6@Labour.gov.za Deputy Director – Labour Centre Bronkhorstspruit, Hand deliver at 40 Botha street, Cilliers building.For online application for bronkhorspruit follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE target for Kwa-Mhlanga and Mashishing Labour Centers- priority will be given to African Male, Coloured, Male, Indian Female, White Male and People with Disability), EE targets for Bronkhorstspruit Labour Centre -priority will be given to White males and White females.
POST 38/122	:	**CLIENT SERVICE OFFICER: COID REF NO: HR4/4/7/97**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Sabie

REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations and Customer care (Batho Pele Principles). Skills: Computer literacy, Business writing skills, Listening skills, Telephone etiquette and Basic interpersonal skills.
DUTIES	:	Receive and verify documents for registration, register the claims on the operational system, assist employer services at the kiosk, online system and service centres and handle all service-related queries and complaints.
ENQUIRIES	:	Ms L Mashego Tel No: (013) 061 0430
APPLICATIONS	:	Deputy Director Labour Centre Operations: Private Bag X523, Sabie, 1260. Balalas 1Oth Avenue (Old Spar Center) Email: Jobs-MPU-CSO-COID@labour.gov.za
NOTE	:	EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability.
POST 38/123	:	**INSPECTOR REF NO: HR4/4/7/99** (Re advertisement, applicants who previously applied must re-apply)
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Sabie
REQUIREMENTS	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
DUTIES	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plan, reports and compilation of statistics on allocated cases.
ENQUIRIES	:	Ms L Mashego Tel No: (013) 061 0430
APPLICATIONS	:	Deputy Director Labour Centre Operations: Private Bag X523, Sabie, 1260. Balalas 1Oth Avenue (Old Spar Center) Email: Jobs-MPU-INS-SAB@labour.gov.za
NOTE	:	EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability
POST 38/124	:	**INSPECTOR: IES REF NO: HR4/4/4/08/03 (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Pretoria Labour Centre
REQUIREMENTS	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing, Interpersonal skills, Analytical, Verbal and written communication skills, Employment Equity Act.
DUTIES	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
ENQUIRIES	:	Mr A Kutuka Tel No: (012) 309 5000
APPLICATIONS	:	Deputy Director – Pretoria Labour Centre, Hand deliver at 239 Nana Sita and Thabo Sehume Streets, Pretoria For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- priority will be given to White males and White females.

POST 38/125	:	**ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/09/47**
SALARY	:	R237 453 per annum
CENTRE	:	Carletonville Labour Centre
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
ENQUIRIES	:	Mr B P Mosoeu Tel No: (018) 788 3281 (Carletonville)
APPLICATIONS	:	Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville: For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- priority will be given to African males and White males.
POST 38/126	:	**REGISTRY CLERK (UIF) REF NO: HR4/4/9/28 (X2 POSTS)** (Three (3) year contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office, Kwa-Zulu Natal
REQUIREMENTS	:	Grade 12/Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Public Service Regulation, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literary, Time Management, Interpersonal, Planning and Organizing.
DUTIES	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filling and record management services. Process documents for archiving and/disposal.
ENQUIRIES	:	Ms. N. Zama Tel No: (031) 366 2000 (Durban)
APPLICATIONS	:	Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications Email to: Jobs-KZN31@labour.gov.za
POST 38/127	:	**OFFICE AID (X3 POSTS)**
SALARY	:	R170 226 per annum
CENTRE	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/47 (X1 Post) Labour Centre: Lebowakgomo Ref No: HR4/4/6/48 (X1 Post) Carletonville Labour Centre Ref No: HR4/4/4/09/48 (X1 Post)
REQUIREMENTS	:	Standard 8 / Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal skills, Verbal communications, Listening.
DUTIES	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
ENQUIRIES	:	Mr MI Makgobola Tel No: (015) 290 1723 (Lebowakgomo and Phalaborwa) Mr BP Mosoeu Tel No: (018) 788 3281 (Carletonville)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Job-PHAL@labour.gov.za for Phalaborwa and Job-LBG@labour.gov.za for Lebowakgomo. Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets for Phalaborwa and Lebowakgomo Labour Centres-priority will be given to African Male, Coloured Male, Coloured Female, Indian Male, White Male, White Female. EE targets for Carletonville Labour Centre- priority will be given to African males, Indian males, and White males.

ANNEXURE E

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

APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
CLOSING DATE	:	09 November 2026, 16:00. No late applications will be accepted
NOTE	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

MANAGEMENT ECHELON

POST 38/128	:	**DEPUTY DIRECTOR: FOREST MANAGEMENT PLANNING REF NO: FOM78/2026**
SALARY	:	R1 101 468 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma (NQF Level 6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in forestry or related field of which three (3) years must be at entry junior

managerial level (Assistant Di-rector level or equivalent). knowledge of National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act 1998 (Act 101 0f 1998), NEMA, NEMBA, Protected Areas, Land Reform Legislations and other Environmental legislations including Public Fi-nance Regulations, Public Service Regulations, and PFMA. Knowledge of Forestry and environmental management sector. Knowledge of Enumeration for collection of data. Report writing skills and financial management. Excellent communication skills (written and verbal). Planning and Organising skills. Ability to work individually and in team. Ability to work under extreme pressure. Ability gather and analyse information. A valid Driving License and willingness to travel.

DUTIES : Manage the development and review of National Certification Standards. Consult with all stakeholders to obtain and consolidate their inputs. Workshop the standards in the forestry sector. Monitor the implementation of the standards on state forest land. Review PCI &S framework, Facilitate and monitor the implementation of PCI & S on State Forest land. Develop and review norms and standards for sustainable forest management. Manage the verification of data for valuation calculations. Calculate plantation valuation in compliance with accounting standards requirements. Develop action plan to address Auditor General recommendations. Manage a Biological Asset Database. Develop and implement best operating practices. Review best operating practices and give inputs on forestry tariffs.

ENQUIRIES : Ms Thembile Dlungwana, Cell: (072) 211 3859

POST 38/129 : **COMMUNICATIONS ENGINEER/TECHNICIAN REF NO: OC30/2026**
(Fifteen Months Contract)

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Marion Island
REQUIREMENTS : National Diploma (NQF Level 6) in Electronic, Computer Science Engineering, IT or relevant qualification as recognised by SAQA with a minimum of 3 years post qualification experience. Competency in electronic maintenance, diagnostics and repairs with proven fault-finding capabilities. Preferably have experience in V-Sat Satellite Systems, IT (managing a computer network with LINUX servers and routers), HF and VHF 2-way radio equipment and operation, Telephone systems (PABX's and VOIP), PC's, Fire Detection Systems, GPS's, general electronic equipment repair. The incumbent has to be competent in the use of an Oscilloscope, Spectrum Analyser, etc., and be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the communication services and equipment of our Marion Base including the satellite, radio, IT, GPS, alarm and telephone systems. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common “non-technical” duties performed by expedition members.

ENQUIRIES : Mr Willem Boshoff Tel No: (021) 493 7379
NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is

subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/130 : **CONTROL BIODIVERSITY OFFICER GRADE A: WORLD HERITAGE CONVENTION GOVERNANCE REF NO: BC24/2026**

SALARY : R636 978 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree (NQF8) in Natural / Environmental Sciences or relevant qualification as recognized by SAQA plus a minimum of six (6) years' post qualification experience in the relevant field. Knowledge of Environmental Legislation (WHCA, NEMPAA, NEMA, NEMBA). Understanding of cultural heritage legislation. Knowledge of UNESCO related Conventions. Knowledge of World Heritage Nominations and proclamation process; Scientific principles governing World heritage sites management and Relevant law, norms and standards, planning and organizing. Research and analytical skills. Ability to develop, interpret and apply policies. Good verbal and written communication skills; Good Interpersonal skills, Sound organizing and planning skills Interpersonal skills; Technical report writing skills. Ability to work independently and in a team. Ability to work under extreme pressure.
DUTIES : Enhance international cooperation supportive of SA's Biodiversity priorities. Facilitate SA's (National) preparatory meetings for the World Heritage Committee, General Assembly Session and any other ad hoc Committee sessions. Coordinate participation of the SA delegation in these international meetings including the Africa preparatory meeting to the World Heritage Committee. Enhance sector education and awareness. Develop concept document to guide process plan including national and international Stakeholder mapping, Partners, Content to be covered and overall project deliverables. Develop outcomes reports. Ensure Equitable and sound corporate governance. Facilitate the development and review of agreements with relevant stakeholders. Conserve, protect and mitigate biodiversity threats. Liaise with Countries in cases of potential transboundary or serial World Heritage to discuss the governance and legislation, policies and other applicable tools on the implementation of the Convention in South Africa.
ENQUIRIES : Ms T Ntloko Tel No: (012) 399 9531

POST 38/131 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: OFFSHORE SOURCES OF MARINE POLLUTION REF NO: OC27/2026**

SALARY : R636 978 per annum
CENTRE : Cape Town
REQUIREMENTS : An Honours Degree in Natural or Environmental Science or equivalent related qualification (NQF Level 8) as recognized by SAQA. 6 years' post qualification experience. Maritime Oceans and Coastal management legislative frameworks. Strategic Management. HR practice & procedures. Administrative procedures. Maritime Legislations. Administration fields. Public Service and Departmental procedures and prescripts. Departmental policies and procedures. Financial management. Public service training. Research. Sound organising and planning skills. Good communication skills. Computer literacy. Leadership. Facilitation. Analytical skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult people and to resolve conflict. The candidate must have a valid driver's license (Code B) and be willing to travel extensively.
DUTIES : The incumbent will be responsible for maintaining the development of the Department's capacity to deliver effective oil spill response. Ensure effective control over the dumping of waste and other matter at sea. Implement the Regulations for Environmental Management of Offshore Ship to Ship Transfers. Develop measures to control marine pollution from shipping. Maintain the Department's international obligations in terms of marine pollution.
ENQUIRIES : Ms F Albertus Email: falbertus@dffe.gov.za

POST 38/132 : **ELECTRICAL ENGINEER/TECHNICIAN REF NO: OC32/2026**
(Approximately Fifteen Months Contract)

SALARY : R605 742 per annum, (plus 37% in lieu of service benefits)

CENTRE : Marion Island

REQUIREMENTS : National Diploma in Electrical Engineering or relevant comparable qualification (NQF6) as recognised by SAQA with a minimum of five years post trade / qualification experience. Be competent in plant maintenance, power generation, diagnostics and repairs with proven fault-finding capabilities. Preferably have hands-on experience in facility management. The incumbent has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience with maintenance management plans as well as all the services that would be found in facilities like hotels or hospitals. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the electrical equipment of Marion Base and associated buildings and field huts, including the power generators, forklift, air-conditioning-, refrigeration, water reticulation and waste water systems. All electrical work will have to be done by this person. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Mr Willem Boshoff Tel No: (021) 493 7379

NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/133 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION LAND-BASED SOURCES REF NO: OC26/2026 (X2 POSTS)**

SALARY : R518 769 per annum

CENTRE : Cape Town

REQUIREMENTS : Honours Degree in Natural or Environmental Management/Sciences (NQF Level 6) or relevant qualification as recognised by SAQA. 3 years' experience in a related field. Extensive knowledge of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of marine water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA, NEMA, NEM: WA and NEM: BA Regulations, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Functioning of coastal ecosystems and the impacts of human activity on those systems. Integrated Environmental Management and Environmental Impact Assessment. UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Government administration and financial procedures. Project management. Public Service Regulation and Departmental procedures and prescripts. Background in Physical Sciences, Natural Sciences or Environmental Sciences. Sound organising and planning skills. Project management. Effective communicator. Analytical thinking. Scientific writing & reporting. Computer literacy. Driving. Multitasking. Networking and stakeholder engagement. Ability to work under pressure. Ability to meet tight deadlines, while maintaining good work quality. Good communication skills (written, oral and graphic). Willingness and ability to travel

(at times on short notice). Ability to draft, interpret and apply policy and legislation. Ability to formulate solutions through analytical and innovative thinking. Ability to deal tactfully and efficiently with telephonic enquiries from members of the public. Ability to work within a team and individually. Ability to collect and analyse data and information. Good interpersonal skills. Proactive & honest. Conflict resolution.

DUTIES : The incumbent will be responsible to regulate the discharge of effluent into estuaries and coastal waters. Provide support to Departmental coastal pollution initiatives and other related projects. Represent the Directorate's interests in EIA processes, relevant consultative forums, and other relevant structures to ensure good governance. Provide technical support to compliance and enforcement processes with specific focus on land-based sources of marine pollution.

ENQUIRIES : Mr R Molale at 072 493 7071 or Ms S Arabi at 082 741 2385

POST 38/134 : **DIESEL MECHANIC REF NO: OC31/2026**
(Approximately Fifteen Months Contract)

SALARY : R487 197 per annum, (plus 37% in lieu of service benefits)
CENTRE : Marion Island
REQUIREMENTS : Diesel Mechanic (Section 26D) Red Seal Trade Certificate issued by the Quality Council for Trades and Occupations (QCTO) or relevant qualification. 3 years' post trade experience as Diesel Mechanic or relevant field. Competency in diesel engine and generator maintenance, diagnostics, repairs and fault-finding, with knowledge of engine management systems, experience in operating electronic diagnostic tools as well as the ability to interpret results. The candidate has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience on refrigeration. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for maintenance and operation of the power generators and related equipment. Maintenance and repairs of air-conditioning, refrigeration-, water reticulation- and wastewater systems. Replacement and repair of mechanical pumps and valves as well as pipe fitting. Maintenance and all repairs of forklift, telescopic cranes, portable generators and transfer pumps. Operate forklift and cargo handling equipment. Maintenance of field huts and field equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Mr Willem Boshoff Tel No: (021) 4937379
NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/135 : **MEDICAL ORDERLY REF NO: OC35/2026**
(Approximately Fifteen Months Contract)

SALARY : R487 197 per annum, (plus 37% in lieu of Service Benefits)
CENTRE : Marion Island
REQUIREMENTS : National Diploma (NQF Level 6) in Nursing or Certificate in Operational Emergency Care Practitioner. Applicants must be registered with the HPCSA

(Health Professions Council of South Africa) or SANC (South African Nursing Council.) 3-5 years relevant experience required. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as the Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter Act, Public Service Regulations Act and Labour Relations Act. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for providing medical treatment to all team members during the expedition and ensure the work is according to the scope of practise regulations. Undertake minor dental and x-rays when needed. Prepare reports, do stock-takes of food and medicines. Order spares and equipment and do other common non-technical duties performed by expedition members. Ensure the food is stored according to the medical acts by maintaining high standards of food/ hygiene/ housekeeper/ linen and tailoring roles. Provide support to team leader for coordinating and training for the rescue and evacuation/ emergency procedures for the island as well as in a social role to motivate and encourage fellow team members.

ENQUIRIES : Mr R Hlophe Tel No: (021) 493 7067

NOTE : The successful candidate will be required to attend compulsory training at the South African Weather Service in Cape Town. The incumbent will execute duties at Marion Island Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion base. There is no option to return to South Africa before May 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/136 : **SENIOR METEROLOGICAL TECHNICIAN REF NO: OC36/2026**
(Approximately 15 Months Contract)

SALARY : R338 106 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.

CENTRE : Marion Island

REQUIREMENTS : BSc Degree or BTech (NQF Level 6) in Natural Science or an equivalent qualification in a related field recognised by SAQA, with a minimum of one year's experience in surface meteorological observations; or Grade 12 with a National Weather Certificate and five years' experience in weather observation. Previous Island Experience will be an added advantage. Technical Competencies: Project Management, Conflict management, report writing and communication skills etc. Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and be willing to work in a team, as well as on their own.

DUTIES : Oversee and coordinate surface meteorological and atmospheric research project assigned by the Marine Section of SAWS. Exercise responsible shift management of the two assistant meteorological technicians. Responsible for the supervision of a team of assistant meteorological technicians, provide leadership and guidance on day-to-day operations, including delegation of tasks and ensure submission of daily and monthly reports within stipulated timeframes, ensuring compliance with WMO applicable standards. Perform surface meteorological observations, conduct upper-air balloon releases and maintain and verify all meteorological equipment at the remote station of Marion Island. Conduct quality control of data, report writing and asset control. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the

rules, regulations and standards as set out by the South African Weather Service.

ENQUIRIES : Ms. R Chengwe: Tel No: (021) 935 5700

NOTE : The successful candidate will be required to attend compulsory training at the South African Weather Service in Cape Town. The incumbent will execute duties at Marion Island Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion base. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/137 : **ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC33/2026**
(Approximately Fifteen Months Contract)

SALARY : R338 106 per annum, (plus 37% lieu in benefits)

CENTRE : Marion Island

REQUIREMENTS : National Diploma in Environmental Sciences/Management/Conservation or relevant comparable qualification in Natural Sciences (NQF6) as recognised by SAQA. Minimum2 years' experience required. Knowledge of Public Service and Departmental procedures and prescripts and Environmental Legislation and experience in invasion ecology and plant identification. Must have the following skills: Adequate skills in computer use, report/professional writing, computer literacy, good interpersonal relations and diplomatic skills, relationship management, stakeholder engagement, presentation, research verbal and written communication skills. The incumbent must have the following competencies: teamwork, honesty and integrity, reliability, ability to gather and analyse information, ability to work individually and in a team, ability to walk in the field under extreme weather conditions and work under minimal supervision good interpersonal relations skills and ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES : Implement biosecurity measures and promote general environmental awareness. Implement the Alien Eradication Plan (plants, invertebrates and rodents) and the Prince Edwards Islands Management Plan and associated legislation. Monitor compliance to Environmental Authorisations issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Ensure implementation of the SANAP Waste Management Handbook and undertake country clean-up activities. Ensure environmental compliance and auditing and compile monthly and annual ECO reports. Manage and conserve threats to environmental integrity and ecosystems.

ENQUIRIES : Ms D Kotsedi Tel No: (021) 493 7354

NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/138 : **ASSISTANT ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC37/2026**
(Approximately Fifteen Months Contract)

SALARY : R280 278 per annum, (plus 37% lieu in benefits)
CENTRE : Marion Island
REQUIREMENTS : National Diploma in Environmental Sciences/Management/Conservation or equivalent relevant qualification (NQF6) in Natural Sciences as recognised by SAQA. 0-1 years' experience required. The incumbent must have knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Environmental Legislation. Strategic coordination/ planning. Skills; Adequate skills in computer use. Report/professional writing, Computer Literacy, good interpersonal relations and diplomatic skills, relationship management, stakeholder engagement presentation, research verbal and written communication skills. The incumbent must have the following competencies: teamwork, honesty integrity reliability, ability to gather and analyse information, ability to work individually and in a team, good interpersonal relations skills, ability to walk in the field under extreme weather conditions and work under minimal supervision and ability to work with difficult persons and to resolve conflict.
DUTIES : Provide support to the senior ECO with the implementation of the Alien Species Eradication Plan (plants, invertebrates and rodents) and the Prince Edward Islands Management Plan and associated legislation. Monitor compliance to Environmental Authorisations issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Provide support in the implementation of biosecurity measures and promote general environmental awareness. Ensure implementation of the SANAP Waste Management Handbook and undertake country clean-up activities. Provide support in ensuring environmental compliance and auditing and compile monthly and annual ECO reports. Manage threats to environmental integrity and conserve ecosystems.
ENQUIRIES : Ms D Kotsedi Tel No: (021) 493 7354
NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/139 : **ASSISTANT METEOROLOGICAL TECHNICIAN REF NO: OC29/2026**
(X2 Posts (Approximately 15 Months Contract)

SALARY : R280 278 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
CENTRE : Marion Island
REQUIREMENTS : National Diploma in Natural Sciences or an equivalent relevant qualification (NQF Level 6) recognised by SAQA, with 0–1 year of relevant experience; or Grade 12 with a National Weather Certificate and two (2) years of experience in weather observation. Knowledge of Automatic Weather Stations and Automatic Rain Stations, Knowledge of South African Weather Service policies and procedures, Knowledge of international standards such as WMO and ICAO Technical Competencies: Communication and interpersonal skills etc. Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and be willing to work in a team, as well as on their own.
DUTIES : Assist and actively participate in the running of the surface meteorological and atmospheric research project assigned by the Marine Section of SAWS.

Perform surface meteorological observations, conduct upper-air balloon releases and maintain and verify all equipment at the remote station of Marion Island. Conduct quality control of data and when required or perform tasks within the prescribed scope of work as delegated by the Senior Meteorological Technician. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the rules, regulations and standards as set out by the South African Weather Service.

ENQUIRIES : Ms. R Chengwe Tel No: (021) 935 5700

NOTE : The successful candidate will be required to attend compulsory training at the South African Weather Service in Cape Town. The incumbent will execute duties at Marion Island Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion base. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/140 : **FIELD ASSISTANTS: SEABIRDS REF NO: 34/2026 (X2 POSTS)**
(Approximately Fifteen Months Contract)

SALARY : R280 278 per annum, (plus 37% lieu in benefits)

CENTRE : Marion Island

REQUIREMENTS : National Diploma (NQF Level 6) or relevant qualification in Natural Science. 0–1-year experience required in Marion Island. Knowledge of environmental legislation. Public Service and Departmental procedures and prescripts. Experience in field surveys, research administration, data collection and management, bird's identification & handling, disseminate information, report writing and recording. Must have good attention to detail and be meticulous in data collection and demonstrate experience to conduct scientific monitoring relating to seabirds to a high standard. Must be self-motivated and able to work at a remote place away from family and friends with minimal supervision.

DUTIES : Undertake biological research, fieldwork and monitoring according to a workplan as devised by the project managers. Make day-to-day decisions about work priorities and fieldwork protocols. Maintain accurate records of the work and computer databases of the work. Regularly report to and update the project manager on progress of the project. The applicants must have determination, physical fitness and the ability to work under harsh environmental conditions subject to extremes of weather; a desire to work with animals, including handling of seabird adults and chicks, which require empathy for the birds. Successful applicants will spend a full year (April 2027 to May 2028) at Marion Island. Note that there is no option to return before the end of the expedition, once you land at the island. The well-equipped new base station has full e-mail, fax and satellite telephone facilities.

ENQUIRIES : Leshia Visagie at (082) 447 9302, Makhudu Masotla at (079) 220 8888, Azwianewi Makhado at (082) 377 3088

NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to

determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

ANNEXURE F

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : All applications must be hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified. For General enquiries, contact Human Resources on Tel No: (012) 748 6297 /012 748 6277.

CLOSING DATE : 09 November 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. NB: Picture/Snapshot, Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initiated and signed by the applicant as instructed below. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. The Department does not accept applications via fax. Applicants who do not comply with the above-mentioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/SMS pre-entry programme. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process es, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this process and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ACHELON

POST 38/141 **GENERAL MANAGER: FINANCIAL SERVICES (CFO) REF NO: GPW 26/03**

SALARY : R1 885 710 per annum (Level 15), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus A Degree (equivalent to NQF level 8 qualification as recognised by SAQA) in Finance/ Accounting. CA qualification will be an added advantage. A minimum of 8 years proven experience in financial environment at a Senior Management Service level. Certificate for entry into the Senior Management Service (Nyukela). Valid driver's licence. Knowledge of the Public Service prescripts and Regulatory Framework. Knowledge of the PFMA, National Treasury Regulations and Practice Notices. Vast knowledge of financial management, government Supply Chain Management legislative frameworks, policies, procedures and processes. Knowledge of GRAP standards and practical application, management accounting, cost accounting and business practices, revenue management, risk management and auditing practices. Knowledge of Corporate Governance (King Report).
DUTIES : Provide strategic leadership in the provisioning of budgeting, costing and management accounting services: Lead modernisation and digital transformation of the branch. Oversee and ensure effectiveness of management accounting functions. Oversee the planning, management and compilation of accurate organisational annual budget, MTEF Budget and adjustment estimates. Oversee the final draft budget preparation process and provision to internal stakeholders' prior submission to relevant authorities. Lead and oversee the financial modelling of GPW as well as the optimisation of financial performance and sustainability. Oversee the development, implementation and maintenance of costing and pricing systems. Oversee the monitoring and reporting on costing and pricing materials. Ensure the creation and maintenance of data management and reporting systems. Provide strategic leadership in the provisioning of effective financial accounting services: Lead modernisation and digital transformation of financial management systems. Oversee the establishment and maintenance of effective revenue and expenditure services of the GPW. Oversee the monitoring and collection of payments. Ensure that the accounts' payable function is rendered effectively and efficiently. Oversee the effective management of the financial accounting functions. Lead and oversee the preparation and processing of financial transactions and compilation of financial statements. Oversee the administering of employee remuneration and compensation. Provide strategic leadership to manage the Supply Chain Management functions: Lead modernisation and digital transformation of Supply Chain Management systems. Oversee and lead asset and fleet management initiatives. Lead and oversee public-private partnership initiatives in accordance with the PFMA and National Treasury Regulations. Oversee the development, management, implementation and maintenance of sourcing strategies. Oversee that inventory control management is effectively undertaken. Oversee contract management and outsourced printing arrangements. Oversee the administering of contract printing. Provide strategic direction and ensure the financial strategic positioning of financial services: Ensure the effective development of GPW strategies and plans in line with GPW strategic plans and objectives. Oversee the management and development of strategies to improve profitability and service delivery to customers. Provide strategic financial advice and support to the Accounting Officer and Executive Management on the GPW strategic investment decisions. Oversee and ensure provision of strategic leadership and expert advice on the interpretation and implementation of legislation and regulations relating to the GPW. Lead and ensure the design and implementation of high-level operational plans with relevant branches and track national progress. Liaise with the Chief Executive Officer on matters that have strategic and financial implications. Oversee the establishment of partnerships with all GPW Branches, external stakeholders, international stakeholders and other spheres of government in relation to all GPW strategic matters. Participate in defining the organisational strategy, provide expert financial advice and support the development of plans that deliver on the organisational mandate. Translate the organisational strategy into Annual Performance Plans and operational implementation plans that deliver on the organisational mandate. Manage strategic deliverables and ensure they are reported according to the defined

templates, standards and within specific deadlines. Initiate, support and champion organisational and branch transformation and change, in order to successfully implement organisational strategies, new initiatives and deliver on service delivery strategies and commitments. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislation and regulations: Ensure effective internal controls in all financial matters, and achievement of an unqualified audit opinion. Management of compliance with legislation, Regulations, GPW policies and procedures. Oversee compliance with relevant auditing standards and audit requirements and ensure audit-readiness. Facilitate high-level stakeholder engagement and represent the Department in governance, audit and financial management structures, including leading Audit Committee engagements. Identify and monitor financial risks related to projects and programmes. Ensure development of quality and risk management plans, standards and practice within the branch. Draft reports required by Minister or delegated authority and oversight structures. Ensure implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and the Code of Conduct for the Public service. Manage resources (Human, Financial and Physical) within the Branch: Ensure reporting on performance of the branch against Strategic Plans, Annual Performance Plans and Annual Operational Plans' targets, and business requirements. Ensure the development and implementation of the workplans for the branch, and ensure effective prioritisation and resource planning. Oversee and ensure the approval of training that addresses the developmental needs of the branch. Provide information relative to the identification and development of branch goals and objectives to ensure effectiveness and efficiency. Ensure the management of a compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with the PFMA and supply chain and procurement framework. Manage the development, motivation and utilisation of human resources for the branch to maintain competent institutional knowledge base for the continued success of services according to organisational needs and requirements. Ensure effective management and mentoring of the branch employees and subordinates' key performance areas. Oversee the completeness of the branch's financial planning, budgeting and forecasts in accordance with good financial practices. Manage and monitor financial risk in the unit, in relation to projects and programmes. Continuously pursue sourcing and optimal management of funds. Manage financial resources according to good practices, policy and standards. Manage all procurement practices in the branch and ensure that they are compliant, transparent and fair.

ENQUIRIES : Ms. D Barnett Tel No: (012) 748 6013
APPLICATIONS : Link: GPW 26/03

POST 38/142 : **DIRECTOR: STRATEGY, PLANNING AND MONITORING REF NO: GPW 26/04**

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Business Management / Business Administration / Bachelor of Commerce / Public Management. A minimum of 5 years' experience at middle / senior level (Deputy Director) in strategic management environment. Knowledge and understanding of all departmental legislation and prescripts. Understanding of the Public Finance Management Act and Regulations. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations, and other relevant legislation. Ability to communicate with all levels of management. Extended working hours may be required. Willingness to travel. A Valid Driver's licence.
DUTIES : Develop and implement frameworks on strategic planning matters: Align departmental strategies to government wide planning prescripts and frameworks in line with the DPME Framework on Strategic Plans and Annual Performance Plans and Framework for Managing Programme Performance Information. Develop the departmental strategic planning framework align to the government strategic planning prescripts and programme. Align the departmental strategic guidelines to government frameworks which are PMFA, treasury regulations and Public Service Act. Implement government planning

policy documents. Develop the Departmental Strategic Plan and ensure alignment of Annual Performance Plan (APP) indicators to the strategic outcomes: Facilitate the development of the departmental strategic plan. Ensure alignment of the departmental strategic planning with MTDP (Medium Term Development Plan), Ministerial priorities and Government wide priorities (SONA, sustainable developmental goals) and compare with the priorities of the and previous performance of the department. Facilitate consultation processes with Branches and business units to ensure that strategic planning processes are understood by management. Develop performance indicators with Branches. Identify points of integration across all strategic outcomes and outputs. Develop the compilation of the Strategic Plan and Annual Performance Plan and submit for approval and tabling. Coordinate the development of Annual Operational Plans (AOP): Facilitate the development of Annual Operational Plans emanating from strategic outcome and performance outputs in line with the APP. Provide technical support to ensure managers develop achievable outputs per identified programme. Facilitate the approval of AOP. Coordinate and develop a Service Delivery Improvement Plan (SDIP): Arrange and conduct workshops to populate the SDIP template. Identify services requiring improvement as DPSA requirements. Present findings on areas that require improvement to EXCO and MANCO. Facilitate the approval of the SDIP. Monitor the implementation of the SDIP. Conduct monitoring and evaluation of performance information: Coordinate performance information reporting on a monthly basis. Coordinate the monitoring of quarterly performance reports and submission for approval. Coordinate the compilation of the annual report and its submission for approval and tabling. Coordinate the compilation of mid-term and end-term reports and their submission for approval. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate and Monitor, evaluate and report on the performance of the directorate.

ENQUIRIES : Ms. DP Barnett Tel No: (012) 748 6013
APPLICATIONS : Link: GPW 26/04

POST 38/143 : **DIRECTOR: FACILITIES MANAGEMENT REF NO: GPW 26/05**

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF 7 qualification as recognised by SAQA) in Build environment/ Property Management/Facilities Management or related field. Government Certificate of Competency (GCC) an added advantage. A minimum of 5 years' experience at middle/senior level (Deputy Director) in Facilities Management environment. Knowledge of the Public Service Regulatory Framework. Extensive knowledge of M&E, risk, planning, compliance and management methodologies and practices. Ability to communicate with all levels of management. Extended working hours may be required. Willingness to travel. A Valid Driver's licence.

DUTIES : Manage the provisioning of property management services: Manage the provisioning of property maintenance services. Manage the development and implementation of a Facilities Management Maintenance Plan or Improvement Programme for the GPW. Oversee the contract management portfolio and ensure the implementation of clear guidelines and specifications for execution. Manage the review of stakeholder's Service Level Agreements to improve internal and external relationships with stakeholders'/service providers. Manage office allocation, maintenance, refurbishment and renovation in GPW. Coordinate the management of lease agreements between the GPW and the Landlords. Manage the rendering of office services: Manage the process of planning the allocation of accommodation utilisation and monitor the compliance with Occupational Health and Safety Standards. Manage the interpretation of the property portfolio and influence the internal environment through appropriate accommodation management and utilisation. Oversee waste disposal, cleaning, parking and fleet management services: Manage the development and implementation of transport management guidelines. Ensure the periodical inspection of facilities are accurate, advice and recommend on

preventative maintenance measures needed. Manage the provisioning of overall cleaning services. Ensure safety and compliance of accommodation regulations are in line with the risk management framework. Manage waste disposal and keep a record of the allocation of parking space in the Department. Ensure the proper utilisation and maintenance of departmental vehicles. Oversee the development, maintenance and implementation of the departmental strategies, processes and procedures pertaining to facility management: Manage and monitor the development of Facilities Management Strategy. Manage the development and implementation of relevant processes, procedures and systems to comply with legislative requirements in the resource optimisation environment. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Formulate and identify Policy shortfalls and necessary amendments. Conduct financial planning and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate.

ENQUIRIES : Ms. DP Barnett Tel No: (012) 748 6013
APPLICATIONS : Link: GPW 26/05

POST 38/144 : **DIRECTOR: ICT SECURITY, GOVERNANCE, RISK AND COMPLIANCE STRATEGY REF NO: GPW 26/06**

SALARY : R1 317 384 per annum (Level 13), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF 7 qualification as recognised by SAQA) in Information Technology /Computer Science/ Business Information. Added Advantage: CCNA, COMPTIA Server+ Certificate COBIT 5, ITIL, IT Service Management certification, Information Security certifications, KING 3 or 4, Project Management, CISSP, CISP, CISA, CRISC, CGEIT, TOGAF. A minimum of 5 years' experience at middle/senior level (Deputy Director) in ICT environment. Valid driver's licence. Knowledge of the basic configuration of the various systems like Transversal Systems (BAS, LOGIS, PERSAL). Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of corporate Governance Principles as well as Human Resources legislation and prescripts. Extending working hours are required. Travel will be required.
DUTIES : Manage the design and implementation plans for infrastructure architecture: Manage the enforcement of infrastructure architecture execution as well as ongoing refinement tasks regarding infrastructure architecture. Manage the evaluation of technology, market trends and industry development on business within the GPW. Manage the identifying of the prospective impact on business within the GPW and the identification of a need to change technical architecture to incorporate infrastructure needs. Manage the safeguarding of information assets by identifying and solving potential and actual security problems: Manage the protection of the IT system by defining access privileges, controlling structures and resources. Manage the implementing of security improvements by assessing the current situation, evaluating trends and anticipating the necessary requirements. Manage the determining of security violations and inefficiencies by conducting periodic IT audits. Manage the upgrading of the system. Manage the building of firewalls into network infrastructures, data centres and constantly monitoring for attacks and intrusions. Manage the process of designing and defining the IT strategy and ICT service(s) continuity: Manage the implementation of corporate governance of ICT. Manage the safeguarding of information assets and information systems by identifying and solving potential and actual security problems. Manage the process to build ICT governance controls. Manage ICT risk and compliance. Manage and align the ICT strategy to the business strategy. Manage the designing and planning the Directorate's objectives and operations to the business continuity plan. Oversee the IT service Support and Operations: Administer the implementation of the ICT incident management

and requests fulfilment. Coordinate the compilation of performance report. Facilitate the acquisition of end-user devices. Manage the standardization of new computers user accounts. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.

ENQUIRIES : Mr Z Gwiba Tel No: (012) 748 6090
APPLICATIONS : Link**:** GPW 26/06

OTHER POSTS

POST 38/145 : **DEPUTY DIRECTOR: COSTING AND PRICING REF NO: GPW 26/07**

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Cost and Management Accounting or B Com Finance majored with Costing. A minimum of 3 years' experience at an Assistant Director level in Costing and Pricing/Estimation/Accounting environment. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Other: Valid Drivers licence. Knowledge and understanding of public service policies and procedures. Understand the PFMA and Treasury Regulations. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act.
DUTIES : Develop, implement and maintain costing and pricing system. Oversee and gather sourcing and verification of pricing information/data and unit costs. Ensure the creation and maintenance of data accumulation and reporting systems in relation to policies, work in progress, standard cost and selling price: Provide advice to staff members on pricing strategies and ensuring compliance with all rules and regulations relating to the proposal requirements. Maintain accurate information/data in cost and selling prices databases. Offer pricing strategies making cost proposals more competitive and cost efficient. Manage, monitor and report on costing and pricing of materials: Manage cost proposal modifications. Collect cost and pricing data for bids including in-country data, market data for cost line items and provide reports. Develop templates and other proposal forms. Manage/ Conduct work centre rates calculations: Ensure the receipt of GPW budget per cost centre and planning of the recovery rate. Ensure the utilisation of the number of hours available for production against the cost centres . Allocate other indirect and variable cost to cost centres on the absorption key. Manage the total manufacturing cost including indirect cost. Ensure the analysis of performed work and job ticket closure: Manage/ Conduct and analyse the labour utilisation, raw materials consumption, efficiencies and adherence to processes. Close jobs as finished goods at the manufacturing completion. Ensure the delivery of other completed jobs to customers Ensure the analysis of the department's profitability for revenue versa via cost of sales: Ensure the quarterly analysis of standard stock cost versa via selling prices to determine if the department is making profits. Ensure the analysis of the purchase price variance report to update the inventory and standard cost. Provide managerial activities: Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work.

ENQUIRIES : Mr. T Mamorare Tel No: (012) 748 6223
APPLICATIONS : Link: GPW 26/07

POST 38/146	:	**DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: GPW 26/08**
SALARY	:	R932 292 per annum (Level 11), all-inclusive package
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 plus degree (equivalent to NQF level 7 as recognised by SAQA) in Financial Management or Finance. A minimum of 3 years' experience at an Assistant Director level in a financial/accounting environment. Valid Driver's licence. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Other: Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.
DUTIES	:	Compile monthly/quarterly management account reports: Manage the financial revenue, expenditure, and accounting reporting functions within the GPW. Provide monthly/quarterly feedback to Business units Head and the CEO. Managing the analysing and reporting on income, expenditure, assets and liabilities. Monitor an efficient and effective bookkeeping system and financial control within the GPW. Provide strategic guidance in decision-making on reporting, compliance or regulatory matters. Ensure the development and execution of financial reporting strategies and systems: Analyse financial statements and quarterly reports. Analyse profitability by product line and reporting on it through a sales profitable report. Analyse the consumption rates of printing equipment. Monitor waste disposal levels/ratio. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Review all Directorate policies. Ensure compliance with relevant legislation and directives: Ensure compliance with the PFMA and Treasury Regulations, requirements. Ensure proper responses to audit findings and requests for information. Compile/oversee reporting in terms of the Public Finance Management Act. Oversee/Review compliance reports/certificate. Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Implement workplace discipline. Provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
ENQUIRIES	:	Ms. H Ellimdin Tel No: (012) 748 6379
APPLICATIONS	:	Link**:** GPW 26/08
POST 38/147	:	**DEPUTY DIRECTOR: BUSINESS CONTINUITY AND COMPLIANCE REF NO: GPW 26/09**
SALARY	:	R932 292 per annum (Level 11), all-inclusive package
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Business Administration / Business Management / Risk Management / Business Continuity / Internal Audi / Finance / Law/ ICT / Risk Management. A minimum of 3 years' experience in the Business Continuity Management at an Assistant Director level. Valid Driver's licence will be an added advantage. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Good Understanding of the PFMA, Financial Framework, Treasury Regulations. Understanding of Good Corporate Governance principles (King III Report). Understanding of all relevant human resources legislative framework, regulations and prescripts.
DUTIES	:	Establish and implement a Business Continuity Management (BCM) process for the GPW: Conduct Business Impact Analysis. Conduct BCM Risk Assessment. Develop BCM policies and strategies, BCM response strategies, BCM test plans and strategies and BCM Tools and guidelines. Facilitate BCM testing, monitoring and reviews. Establish BCM governance structure: Facilitate the establishment of GPW BCM governance structure (e.g. Business Continuity Committee; BCM champions forums, etc.). Develop terms of reference for BCM governance structures. Facilitate and organize BCM committee meetings. Perform BCM secretariat functions. Establish and implement a compliance management process for GPW: Develop and facilitate

the implementation of compliance policy and framework/strategy. Conduct compliance risks management plans. Facilitate the development of GPW compliance universe and compliance calendar. Conduct quarterly compliance reports to management and oversight committees. Develop quarterly compliance reports to management and oversight committees. Embedded sound culture of BCM and compliance within GPW: Conduct BCM training for all GPW personnel, including regions. Conduct compliance training for all GPW personnel including regions. Develop BCM and compliance awareness materials for GPW internal communication. Conduct BCM and compliance culture assessment survey. Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Mr. R Funzani Tel No: (012) 748 6054
APPLICATIONS : Link: GPW 26/09

POST 38/148 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: GPW 26/010**

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) In Risk Management / Internal Auditing / Finance / Business Management. A minimum of 3 years' experience at an Assistant Director Level in a risk management environment. Drivers Licence will be added advantage. Experience in integrity management will be an added advantage. Understanding of all relevant human resources legislative framework, regulations and prescripts Expert. Understanding of Public Service Act, Public Service Regulations, Expert. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Expert.
DUTIES : Develop and facilitate the implementation of risk management governance documents: Conduct research in best practices, develops and refines risk modelling approaches and methodologies. Develop and monitor the implementation of GPW risk management policy. Develop, implement, and maintain fit-for-purpose risk management strategy/framework for GPW. Develop and roll out risk management annual implementation plans. Liaise with business units to ensure that there is consistency and uniformity in the application of risk management within GPW. Advise management on any risk management-related matters. Conduct risk assessments for GPW: Appoint and support Branch Risk Representatives in the implementation of risk management, risk assessment and risk reporting processes. Conduct environmental scanning and situational analysis and recommend potential risks to management. Facilitate periodic strategic and operational risk assessment, project risks assessments, fraud risk assessments and regional risk assessments. Draft strategic risk register, branch operational risk registers, project risk registers and regional risk registers. Ensure the development of business and project risk mitigating strategies by the risk owners and risk sponsors and report the status thereof. Embed the sound culture of Risk management within GPW: Conduct risk management training for all GPW personnel, including all regions. Develop risk management awareness materials for GPW internal communication. Represent the directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Conduct risk reporting and monitoring: Develop a monthly risk management progress report to management committees. Perform secretariat functions for the risk committee. Conduct quarterly monitoring of risk action plans for the strategic risk register, branch operational risk registers as well as regional risk registers. Liaise with Internal and External auditors for risk management-related audit queries. Manage the Sub-directorate: Monitor and ensure proper utilisation and

maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves.

ENQUIRIES : Mr. R Funzani Tel No: (012) 748 6054

APPLICATIONS : Link: GPW 26/010

ANNEXURE G

DEPARTMENT OF HEALTH

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

APPLICATIONS	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
FOR ATTENTION	:	Ms M Shitiba
CLOSING DATE	:	09 November 2026
NOTE	:	All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Assessment for core competencies outlined in the SMS Handbook shall be conducted within one month of the appointment of candidate. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 38/149	:	**DIRECTOR: FORENSIC MENTAL HEALTH REF NO: NDOH 82/2026** Chief Directorate: Non-Communicable Diseases, (12 Months Contract Post)
SALARY	:	R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate and an appropriate NQF 7 in Mental Health Related Profession (Medicine, Psychiatric Nursing, Psychology, Occupational Therapy or Social Work) as recognised by SAQA. Registration with a relevant statutory council as a Mental Health Practitioner. Postgraduate qualification in Psychiatry

or another relevant mental health specification will be an advantage. At least five (5) years' experience in middle/senior managerial level in the field involved with forensic mental health. Demonstrable experience in forensic psychiatry/mental health including care, treatment and rehabilitation of State patients and mentally ill prisoners as outlined in the Mental Health Act No 17 of 2002. Evaluation/assessments relating to section 77, 78 and 79 Criminal Procedure Act No 51 of 1977 (as amended), section 11 of the child Justice Act No 75 of 2008. Implementation of Sexual Offences Act. Knowledge in health legislation and health policies, health systems as well as of Clinical Mental Health/psychiatry/psychology, forensic mental health and research. Good communication (verbal and written), facilitation and people management, financial management, leadership, planning and organization, problem solving, human resource management and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Process, monitor and ensure compliance of the department with the legislative mandates emanating from the Mental Health Care Act, Criminal Procedure Act, Child Justice Act, and Sexual Offences Act. Develop legislation, policies, guidelines and programmes on forensic mental health services. Develop training programme for psychiatrics and clinical psychologists on the implementation of the legal mandates emanating from the Criminal Procedure and Child Justice Act. Ensure adequate appropriate infrastructure for forensic mental health services. Develop and seek approval for the proposal on a project for increasing beds for mental observations in psychiatric hospitals. Consult provinces on the number of beds required for mental observations in designated psychiatric hospital. Maintain and update information management systems on forensic mental health. Keep and update information management systems for State patients on movements to and from designated psychiatric hospitals. Facilitate intersectoral, interdepartmental and intradepartmental collaboration on issues pertaining to forensic mental health. Serve in the Director-General's Child Justice Committee and the Development Committee (DevComm) of the Criminal Justice system led by the Department of Justice and Constitutional Development. Participate in the Human Rights Commission on issues pertaining to the human rights of involuntarily detained persons.

ENQUIRIES : Ms CM Mongale Tel No: (012) 395 8044

OTHER POSTS

POST 38/150 : **DEPUTY DIRECTOR: SPECIALIST ANALYST - KNOWLEDGE MANAGEMENT REF NO: NDOH 83/2026**
Chief Directorate: Digital Health Systems

SALARY : R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : Bachelor of Science Degree (NQF 7) as recognised by SAQA in any of the following scientific fields: Information Science and/or Data Science. Health Economic Sciences or Public Health Research Sciences, Knowledge and Information Management Sciences. At least three (3) years' experience at an ASD level or equivalent level in public health research and analytics in the public, private or academic sectors. Proven experience in implementing knowledge-sharing platforms and repositories, managing digital libraries, and digital document management and facilitating communities of practice and learning networks. Facilitate multi-stakeholder knowledge-exchange initiatives, coordinate stakeholder consultations and engagement activities. Support partnerships for knowledge generation and dissemination. Promote collaboration across digital health ecosystems as well as knowledge of Management Service Delivery Innovation (SDI). Proven experience in managing health-related data and analytics is an added advantage. Good strategic capability and leadership, problem-solving and analysis, client orientation and customer focus, people management and empowerment, programme and project management, financial and change management, resilience and assertiveness, communication (written and verbal), and ethical behaviour skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's licence.

DUTIES : Establish and maintain an effective knowledge management framework that supports the digital health units' objectives. Develop and implement the digital health unit's knowledge management strategy. Establish knowledge management standards and procedures. Define knowledge governance structures and roles. Preserve institutional knowledge and critical information assets. Capture tacit and explicit knowledge from projects, programs, and subject matter experts. Develop and maintain knowledge repositories. Promote a culture of knowledge exchange within the digital health unit and other clusters within the NDoH. Facilitate communities of practice and learning networks. Organise knowledge-sharing events, webinars, and workshops. Develop collaboration platforms and knowledge-sharing tools. Ensure effective management of digital knowledge platforms and resources. Manage knowledge management systems, portals, and repositories. Maintain content taxonomy, metadata, and classification standards. Transform evidence and research into actionable knowledge for decision-making. Synthesise research findings, policy documents, and technical reports. Develop evidence briefs, summaries, and knowledge products. Support dissemination of research outcomes. Foster collaboration and knowledge exchange with internal and external stakeholders. Build relationships with healthcare, academic, research, and technology partners. Facilitate multi-stakeholder knowledge exchange initiatives as well as coordinate stakeholder consultations and engagement activities.

ENQUIRIES : Ms Elbie Vosloo at: Elbie.Vosloo@health.gov.za

POST 38/151 : **DEPUTY DIRECTOR: BUSINESS PROCESS ANALYST REF NO: NDOH 84/2026**
Chief Directorate: Digital Health Information Systems

SALARY : R932 292 per annum, (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and an appropriate Bachelor's Degree (NQF 7) in Information Systems/ Business Analytisis / Business Process Management/ Informatics or Computer Science as recognised by SAQA. At least three (3) years' experience at Assistant Director or equivalent level in business Analysis, Business Process Management, business process improvement or system analysis. Proven Experience in requirements elicitation, analysis and documentation; business process modelling and re-engineering; functional requirements; user stories; acceptance criteria; business use cases and process flows. Knowledge and application of recognised Business Analysis frameworks and practices such as BABOK. Relevant Business Analysis certification will be advantageous. Knowledge of business process improvement methodologies and an understanding of Agile delivery, systems development and Enterprise Architecture principles. Experience with SQL and BI reporting will be advantageous. Basic understanding of the health sector, with knowledge of the South African Digital Health and NHI environment being advantageous. Good communication (verbal and written). Proven stakeholder engagement, facilitation, analytical, problem-solving, communication and people management skills. Basic understanding of the health sector, with knowledge of the South African Digital Health and NHI environment being advantageous. Knowledge of applicable public-sector legislation and governance requirements. A valid driver's license.

DUTIES : Lead the development, analysis, optimisation and standardisation of business processes to support digital health transformation. Develop and implement the Business Process Management (BPM) strategy, framework, methodologies and standards for Digital Health systems. Ensure digital health solutions are aligned with business needs and support effective service delivery. Oversee the development and quality assurance of Business Requirements Specifications, Functional Requirements Specifications, user stories and acceptance criteria. Provide governance and stakeholder leadership to ensure compliance with departmental and digital health standards. Establish and monitor compliance with Business Analysis standards, Digital Health governance frameworks, Enterprise Architecture and departmental policies. Manage the business process analysis function and drive continuous improvement. Develop operational plans, monitor performance indicators and report on programme performance and progress to the Director. Provide

leadership in the identification, management and monitoring of risks and audit matters. Develop, implement and monitor the Directorate's risk management plan and risk register.

ENQUIRIES : Mr S Jali Tel No: (012) 395 8068

POST 38/152 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH REF NO: DOH 85/2026**
Chief Directorate: Environmental Health and Communicable Diseases

SALARY : R664 410 per annum, as per OSD.
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in Environmental Health and Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. An NFQ 7 qualification in Environmental Health will be an advantage. Registration with HPCSA as an Environmental Health Practitioner and in good standing. At least five (5) years' appropriate experience after registration with HPCSA, of which three years must be appropriate experience in Management (i.e. Chief Environmental Practitioner or equivalent). Knowledge of related legislation applicable to port health and environmental health, policy development, port health matters, project and stakeholder management as well as knowledge of International Health Regulations, 2005. Good communication (verbal and written), research/analysis, planning, organizing, report writing, presentation, problem solving and computer (MS Office package) skills. Must be willing to work overtime and travel extensively. A valid driver's license.
DUTIES : Provide support in the development and revision of Port Health policies, legislation, norms and standards, guidelines and strategies. Conduct stakeholder engagements and consultations on developed policy documentation. Assist in undertaking Socio Economic Impact Assessment processes, where applicable. Assist in conducting capacity building on developed regulations, guidelines and norms and standards. Support the provision of technical support to Points of Entry. Identify and coordinate capacity building to strengthen the provision of port health services. Develop training manuals, schedule and assist in conducting training on the various legislation and norms and standards. Provide technical support for the implementation of policies, legislation, norms and standards and guidelines. Provide support on the issuance of human remains import and export permits. Support PoE in strengthening emergency preparedness and response activities. Support compliance with Port Health Services with domestic and international requirements. Provide technical support to Points of Entry to facilitate compliance with domestic and international requirements. Participate in cross border projects and initiatives to strengthen cross border coordination and collaboration. Support stakeholder engagements and representation in Committees on Port Health matters. Map and engage with relevant stakeholders on matters relating to environmental and port health. Actively participate in National coordination structures and other key collaborative structures to ensure prioritization of port health issues and reports. Coordinate and participate in awareness raising campaigns in observance of environmental health and other health calendar days. Provide inputs or comments on documents related to environmental health matters.

ENQUIRIES : Ms P Masilela Tel No: (012) 395 8520

POST 38/153 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH REF NO: DOH 86/2026**
Chief Directorate: Environmental Health and Communicable Diseases

SALARY : R664 410 per annum, as per OSD.
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in Environmental Health and Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. An NFQ 7 qualification in Environmental Health will be an advantage. Registration with HPCSA as an Environmental Health Practitioner and in good standing. At least five (5) years' appropriate experience after registration with HPCSA, of which three years must be appropriate experience in Management (i.e. Chief Environmental Practitioner or equivalent). Knowledge of South African environment and health related legislation applicable to environmental health, policy making processes of monitoring and

evaluation systems. Good communication (verbal and written), research/analysis, planning, organizing, administrative, project and financial management and computer (MS Office package) skills. Must be willing to work overtime and travel extensively. A valid driver's license.

DUTIES : Develop environmental health related policies, guidelines, plans, norms and standards and procedures. Ensure the development of strategies and guidelines Food Control, Management of the disposal of the Dead and Prevention of Communicable Diseases. Provide capacity to provinces and municipalities on related existing and newly promulgated legislation and norms and standards and on implementation of surveillance of premises, food control, management of the disposal of the dead and environmental health surveillance programmes. Participate in intergovernmental activities to ensure integration and consideration of human health aspects in other government sectors' policies, plans and programmes. Collaborate with relevant stakeholders on matters relating to the programmes. Provide technical support to and capacitate provinces and municipalities on implementation of the national policies. Monitor and evaluate the implementation of environmental and municipal health services. Coordination of environmental health events management and disaster management activities and programs implemented by provinces and municipalities.

ENQUIRIES : Mr D Nkuna Tel No: (012) 395 9732

POST 38/154 : **SECRETARY REF NO: NDOH 87/2026**
Directorate: Hospital Facilities Planning

SALARY : R237 453 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 (NQF 4) with typing as a subject or related training course / qualification that will enable the person to perform the work satisfactorily. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone etiquette, computer literacy, organisational and planning, high level of reliability and good communication (written and verbal) skills. Ability to act with tact and discretion.

DUTIES : Provides a secretarial/ receptionist support service manager: Receives and screen telephones calls, receive visitors and refer enquiries to the appropriate officials. Manages the Manager's diary, appointments, meetings and arrangements, including coordinating venues and virtual meetings. Arrange and coordinate meetings, workshops, stakeholder engagements, including agendas, meeting packs, minutes and action registers where required. Receive, records, distribute and track correspondence, submissions, memoranda and other official documents. Provides a clerical support in the preparation, formatting, filing, copying and distribution of letters, reports, submissions and presentations. Maintains effective electronic and physical filing systems, registers and records, ensuring that information is secure, confidential and readily accessible. Liaise with travel agencies and relevant officials to arrange official travel and accommodation and verifies travel documentation and arrangements. Assist with travel claims, office resource and other administrative and logistical arrangements as required. Coordinates communication and follows up on outstanding matters, information, documentation and actions on behalf of the Manager. Provides administrative support to the Directorate in dealing with internal and external stakeholders, including provincial departments and other government institutions. Remains up to update with and applies relevant Public Service and departmental legislation, prescripts, policies, procedures and guidelines applicable to the work environment.

ENQUIRIES : Mr Exley Louters Tel No: (012) 395 9629

ANNEXURE H

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(East Cape Midlands TVET College)
(False Bay TVET College)

OTHER POSTS

POST 38/155	:	**ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (SHORT SKILLS PROGRAMS, SPECIAL PROJECTS AND DATA MANAGEMENT) REF NO: EMC/1/20/26**
SALARY	:	R605 742 – R713 535 per annum (Level 10)
CENTRE	:	Head Office
REQUIREMENTS	:	National Senior Certificate/Grade 12/ plus a recognised Degree/Diploma in Education. A minimum of seven (7) years of working experience in the TVET sector of which at least three (3) years should be at managerial level. Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also have a valid Driver's License. Working experience in Data Management or TVETMIS. Competencies: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of the Skills Development Act, Public Service Regulations and Public Service Act, and the Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Administrative, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, client-oriented, project management, Team leadership. Planning and organizing. Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client-oriented, Project management, Team leadership, and people management.
DUTIES	:	Plan, manage, and monitor the implementation short skills occupational programs, learnerships and special programs, ensuring all administrative functions related to ongoing programmes are efficiently managed. Conduct regular monitoring of programme progress, including site visits where necessary, to ensure effective delivery. Establish and sustain strategic partnerships with both the public and private sectors to secure funding for learnerships and short skills programmes and facilitate work placements for learners requiring practical experience. Manage SETA funding. Drive programme accreditation applications with all relevant SETAs/ QCTO, aligning these with industry needs and community demands as identified through Skills Audits of the respective Municipalities. Ensure the coordinated and consistent delivery of occupational qualifications across all college delivery sites. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Oversee the sectional budget, managing payments to training providers, facilitators, and learner stipends, as well as procurement of stationery, PPE, and work equipment. Proactively identify and manage risks that could impact the smooth running of the unit, such as learner dropouts linked to stipend delays, and ensure timely submission of monthly reports and quarterly reports to maintain transparency and accountability. Oversee the management of TVETMIS, including data capturing, validation and extradition of College data. Compile college reports based on TVETMIS data. Manage human, physical and financial resources effectively and efficiently.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email address: asdcur20@emcol.co.za
NOTE	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record

checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

CLOSING DATE : 06 November 2026 at 14H00

POST 38/156 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES REF NO: ASD/CIS/12/10/2026**

SALARY : R605 742 per annum (Level 10)
CENTRE : False Bay TVET College, Westlake Campus
REQUIREMENTS : Grade 12/ Matric. Recognized National Diploma (NQF 6) in Education or related qualification. Minimum three to five years Teaching experience Minimum three years Supervisory experience, SACE registration / provisional, Computer literacy in MS Office (Word, Excel, and Power Point), A valid driver's License Competencies: Knowledge of PSET and CET Act., Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of Higher Education sector. Knowledge of Education Act.
DUTIES : Lead and manage the Online Learning department and staff to support the college strategic plan. Preparation for academic year/semester or trimester, Coordinate and implement the academic year plan and assessment plan, ensuring that all resources, equipment and consumables needed are in place at the start of the academic year. Coordinate orientation of students at the start of each academic year/semester/trimester, Coordinate recruitment and career guidance support. Strategically set up academic targets. Coordinate pre-assessment, moderate and post-assessment moderation, Monitor the quality of teaching and learning through on-line classroom visits, Report writing on target results, quarterly, Plan and implement academic intervention and develop intervention plan, ensure compliance with all policies and processes around teaching and learning, initiate disciplinary action as and when required. Oversee Curriculum Management and Administration, Oversee Academic Management Services, Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders, Manage the content development of the online platform. Provide Learning materials. Management of all Human, Financial and other resources of the unit.
ENQUIRIES : S Baboo Tel No: (021) 787 0800
APPLICATIONS : Apply online at https://falsebayz83.ngnscan.co.za/
NOTE : False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE	:	06 November 2026. Applications received after the closing date will not be considered.
POST 38/157	:	**ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (NCV, OCCUPATIONAL REF NO: EMC/1/21/26** Qualifications and Accreditations)
SALARY	:	R605 742 – R713 535 per annum (Level 10)
CENTRE	:	Head Office
REQUIREMENTS	:	National Senior Certificate/Grade 12/ plus a recognised Degree/Diploma in Education. A minimum of seven (7) years of working experience in the TVET sector of which at least three (3) years should be at managerial level. Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also have a valid Driver's License. Competencies: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills development Act, Public service Regulations and Public Service Act, and labour relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
DUTIES	:	Oversee the development, implementation, and monitoring of academic and curriculum policies to ensure alignment with national directives. Support the introduction of new programmes, qualifications, and revisions to the National Curriculum (Vocational), and coordinate policy updates with SAQA accordingly. Manage the review and implementation of ICASS guidelines for all assessments, including the development of classroom management policies to enhance curriculum delivery. Monitor and evaluate the conduct of assessments across all programmes and provide comprehensive reports to college executive management and relevant oversight bodies. Ensure the coordinated and consistent delivery of the curriculum across all college delivery sites, promoting best-practice teaching in collaboration with campus managers. Provide academic management services by offering ongoing support to lecturing staff, planning for quality teaching and learning, assisting with student admissions, and ensuring enrolment targets are met. Facilitate access to career guidance to support students in making informed programme selections. Guide the improvement of curriculum content and delivery through active engagement with public and private industry stakeholders. Analyse academic results, develop intervention plans for critical subjects, and coordinate classroom visits to support ICASS and ISAT compliance. Oversee the provision of appropriate learning materials by coordinating development activities, identifying material and resource requirements, and managing the dissemination of learning tools. Effectively manage all human, financial, and physical resources allocated to the unit to ensure optimal academic performance and service delivery.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email address: asdcur21@emcol.co.za
NOTE	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity

targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

CLOSING DATE : 06 November 2026 at 14H00

POST 38/158 : **ASSISTANT DIRECTOR: ICT REF NO: EMC/1/22/26**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate and NQF 6 qualification in Information Technology / Computer Sciences. ITIL certificate and ICT Governance and Ethics will be an advantage. Certification in CAN, CNE, MCITP, A+, N+, Networking+, Security+, Mobility+, CISA, CISM, CRISK, CGEIT as well as Microsoft certifications like MOS, MSCA Desktop will be an added advantage. At least three (3) years' experience at a supervisory level in Information Technology environment and must also have a valid Driver's License. Competencies: Experience in supporting transversal applications e.g. BAS, PERSAL, Logis, Safety web and Firewall as well as in ICT policy, process, procedure and standard development, Microsoft environment, open source and directory authentication systems and services. Knowledge of procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Monitoring the LAN's and WAN's. Knowledge of the OSI model as well as Government Transversal Systems and Financial Systems. Good communication (verbal and written), technical, interpersonal, problem solving and organizing skills. Ability to work under pressure and in a team as well as able to travel when required. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES : Manage, maintain, and ensure the availability of communication systems. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network (WAN), and Local Area Networks (LAN), Virtual Private Network (VPN), Multi-Protocol Label Switching (MPLS). Management and support for the Transversal Systems (Application software, connectivity, computer client software). Manage, monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Ensure contractors deliver service correctly. Manage resources, ICT risks and audit queries. Manage staff performance in line with PMDS, including performance agreements and reviews. Establish contingency plans with backup resources for ICT service support and delivery. Assistance in the planning and research of ICT policy. Development, review, and documentation of ICT policies, processes, procedures, and standards. Development and implementation of network capacity management plans. Management and maintenance of physical security systems. Develop strategy for Ndoh Datacentre and physical environment controls as well as implement server environment controls in alignment to audit requirements and governance control and good practice. Manage customer relations. Liaise with users and work groups on their needs, questions, requests and problems with regard to network services. Investigate current computers and compare with new trends and ensure current technology is capable.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email address: asdict22@emcol.co.za
NOTE : To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late

applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

CLOSING DATE : 06 November 2026 at 14H00

POST 38/159 : **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: EMC/1/23/26**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6) /Degree in Building Management / Safety Management / Construction Management or related qualification. 3 to 5 years' experience in Facilities Management, SHERQ and OHS environment. Minimum of three (3) years supervisory experience. Must also be in possession of a valid Driver's License. Competencies: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management System, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related regulations. Skills: Planning and organising, Report writing, financial management, Client oriented, project management, people management, computer literacy, communication and interpersonal, problem solving, client service.
DUTIES : Oversee maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Oversee fleet management. Maintain the physical security functions including key control, personnel, document and surveillance security. Records Management. Management of all Human, Financial and other resources of the unit. Perform any other duty related to the post.
ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email address: asdfrm23@emcol.co.za
NOTE : To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
CLOSING DATE : 06 November 2026 at 14H00

POST 38/160 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ASD/MA/CO/12/10/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : False Bay TVET College, Central Office
REQUIREMENTS : Grade 12/ Matric. Recognized National Diploma (NQF6) in Financial Management or related qualification,3-5 years' experience in Financial Management environment with supervisory experience, Proficient in Microsoft Office, Knowledge of PSET and CET Act, Knowledge and understanding

PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Act Scheme and related legislation, Knowledge and financial management systems, Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding PFMA, Knowledge and understanding Treasury Regulations, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act Labour Relations Act.

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

ENQUIRIES : S Baboo Tel No: (021) 787 0800

APPLICATIONS : Apply online at https://falsebayz83.ngnscan.co.za/

NOTE : False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on

		the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE	:	06 November 2026. Applications received after the closing date will not be considered.
POST 38/161	:	**SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE PRINCIPAL REF NO: EMC1/24/26**
SALARY	:	R413 001 – R486 501 per annum (Level 08), plus benefits
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate. Recognised National Diploma in Public Administration / Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid Driver's License will be an added advantage. Competencies: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Skills: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
DUTIES	:	Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members / Managers / Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email Address: adminotp24@emcol.co.za
NOTE	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
CLOSING DATE	:	06 November 2026 at 14H00

POST 38/162	:	**SENIOR BURSARY OFFICER REF NO: EMC1/25/26**
SALARY	:	R413 001 – R486 501 per annum (Level 08), Plus benefits
CENTRE	:	Head Office
REQUIREMENTS	:	Matric or equivalent plus a recognized National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. A valid driver's license will be an added advantage. Must be proficient in MS-Excel. 3-5 years relevant work experience in Bursary / Financial aid services. Valid Driver's License will be an added advantage. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge of basic financial operating systems (Coltech, etc.) Essential knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices). Skills: Planning and organizing; Computer skills; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
DUTIES	:	Maintain a database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Maintain a database of all student applications in terms of college bursary requirements. Log and submit all applications and ensure all required information are attached to the application. monitor bursary and other awards in conjunction in relation to finance portfolio and college procedure. Coordinate bursary allocations. Ensure administration of bursaries are in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyze NSFAS provisionally funded students. Authorize disbursement of funds. Report on all bursary and financial aid allocations and progress. Management of human, physical and financial resources.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email Address: sbo25@emcol.co.za
NOTE	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
CLOSING DATE	:	06 November 2026 at 14H00
POST 38/163	:	**ICT TECHNICIAN REF NO: EMC1/26/26**
SALARY	:	R338 106 – R398 277 per annum (Level 07), plus benefits
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12/Matric. National Diploma in Information Technology (IT) / Computer Science or equivalent. At least 2-3 years' experience in IT environment, Software and hardware support (Windows Microsoft). Industry Training. A+, N+, IT Fundamentals ITF+, Server+, Security+, CCNA, Microsoft Certified Professional. Industry certificates or diplomas in routers, switches, access points, telephone systems, security systems, access control systems, and camera systems. ITIL Foundation. Valid driver's licence. Competencies: Advanced ICT Hardware and Software repairs, maintenance, and networking.

		Advanced ICT software application installation & configuration. ICT Server Administration. ICT equipment networking, configuration, & maintenance. Data Backup Processes, Software and Equipment. Disaster Management Equipment and Software. Advanced ICT Hardware and Software troubleshooting. Collaboration and Teamwork. User Training and Knowledge Sharing. ICT Inventory Management. Firewalls, routers, switches, and access points. Telephone equipment. Security system equipment. Camera system equipment. Access control equipment. ICT Help Desk Operation and Management Skills: Problem-solving skills and attention to detail; Proficient Communication Skills; Good interpersonal skills and attention to details; Ability to prioritize; Ability to interpret ICT challenges of the stakeholders; Ability to interact with service providers; Effective Time Management.
DUTIES	:	Performing complex ICT equipment configuration, installation, repair, and replacement. Performing complex ICT equipment and server maintenance, administration, and network configurations. Troubleshooting complex ICT hardware, software, and network issues. Collaboration with Level 1 technicians to resolve end-user ICT support requests. Share technical knowledge and best practices with Level 1 technicians to foster knowledge- sharing. Working closely with Level 3 technicians to escalate and resolve challenging ICT support requests. Maintaining end-user information to ensure data integrity and data security. Maintaining information management systems such as database to ensure integrity and security of data.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email Address: icttech26@emcol.co.za
NOTE	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
CLOSING DATE	:	06 November 2026 at 14H00
POST 38/164	:	**STATE ACCOUNTANT: MANAGEMENT ACCOUNTANT (PROJECTS) REF NO: EMC1/27/26**
SALARY	:	R338 106 – R398 277 per annum (Level 07), Plus benefits
CENTRE	:	Head Office
REQUIREMENTS	:	Matric or equivalent plus a recognized National Diploma in Cost management Accounting/ Project Management / Financial Management Degree or equivalent qualification. 2-3 years' experience in project management environment. Valid Driver's License will be an added advantage. Competencies: Knowledge and understanding of project management and budgeting. Coordination of meetings. PSET and CET Act. Public Service prescripts and DHET Policies. Industrial operation. Identification of opportunities in the market and Labour Market. Opportunity linkages with industries. Skills: Excellent Communication (oral and written); Networking; Negotiation; Research; Interpersonal; Planning; Organising; Computer; Promotion; Placement.
DUTIES	:	Conduct project related costing investigations and compile project budget and cash. Control Project Accounts. Prepare costing tables for project. Provide support in the management project budget and cash flow sheet. Analyze project expenditure against project budget and project milestones. Receive,

evaluate and process request for procurement of consumables/goods of projects. Provide support in the management of funding Grant for projects. Monitor the in-time availability of funds as per MOU/SLA. Match data to different ledger accounts and verify account postings. Provide support in the processing of stipends. Reconciliation of project income and expenditure. Monitor and assist in project expenditure, SLA, Income, Invoicing, Reporting, Close-out reports. Human resource planning and management of project team. Identifying potential partners and networks to benefit and support exiting students. Conduct monitoring and evaluation for WILL and WBE. Project time management.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: fap27@emcol.co.za

POST 38/165 : **PROVISIONING OFFICER REF NO: EMC1/28/26**

SALARY : R338 106 – R398 277 per annum (Level 07), Plus benefits
CENTRE : Head Office
REQUIREMENTS : Matric or equivalent plus a recognized National Diploma / Degree in Supply Chain Management/ Logistics/Public Management (NQF level 6). 2 - 3 years' experience in supply chain management or relevant environment. Valid Driver's License will be an added advantage. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Coltech. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Report writing; Communication and interpersonal; Flexibility; Computer literacy; Customer care services; Teamwork.
DUTIES : Serve as a secretariat to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Assist in the compilation of bid documents and submit specifications to the Bid Committee and finance department for budget purposes. Prepare tender averts and receive submissions of expressions of interest. Receive and open bid documents. Arrange and coordinate tender briefing sessions and prepare attendance registers. Compile a database of approved suppliers. Source quotations from database according to the threshold values determined by the National Treasury. Source quotations from accredited suppliers through College database. Provide review of quotations, specifications and all documents supplied by the supplier to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislation. Generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Aid in the receipt of goods and services through the MIS and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Provide logistical and disposal service. Provide asset management service to the College.
ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: fpo28@emcol.co.za

POST 38/166 : **FACILITIES OFFICER REF NO: EMC1/29/26**

SALARY : R338 106 – R 398 277 per annum (Level 07), Plus benefits
CENTRE : Head Office
REQUIREMENTS : Matric or equivalent plus a recognized National Diploma in Facilities Management / related engineering qualification (NQF6). Valid driver's license. OHS certificate and Project management will be an added advantage. 2-5 years' experience in physical facilities management and security management environment or related field. A valid Driver's License. Competencies: Knowledge of property evaluation methodology. Knowledge of lease agreement negotiations and BBBE procedure. Knowledge of OHSAS 18001 and of project Management. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of building maintenance. Knowledge and understating of legislative framework governing the Public Services. Monitoring and evaluation. Knowledge of

Department of Higher Education mandate. Knowledge of OHSA and fire codes Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Conflict management skills; Customer care services; Report writing; Strong pro-active management skills; Budgeting skills.

DUTIES : Assist in compilation of maintenance plan for all college physical resources. Coordinate maintenance projects undertaken by internal employees as well as contractors. Keep the inventory of all buildings and equipment. Monitor the optimal utilization of facilities, including the rental of College buildings and facilities. Assist in Identifying the need for new buildings and facilities. Assist in performing regular schedule building inspection. Provide advice and guidance to the campus manager building maintenance. Draft code of conduct for residence occupants. Develop and implement policy regarding effective residence management of the college. Assist in the Implementation of policy regarding security, health and safety matters. Provision of advice and guidance on the appointment of security contractors. Provision of administrative services on the appointment of security contractors. Provide advice and guidance to campus manager regarding security and safety matters. Assist with the compliance of health and safety standards Render effective support on the development and implementation of policy regarding the management of residences of the college. Render support on the development and a residence management system. Develop a code of conduct residence occupants. Provide advice and guidance to staff at residences. Assist in discipline compliance of all residence students and residence staff. Assist in the Compilation of maintenance plan regarding machinery, tools and equipment. Assist in ensuring the implementation of the maintenance plan in line with college policy guidelines. Monitor and maintain the machinery, tools and equipment of the college. Make recommendations regarding the purchase of new machinery, tools and equipment. Compile maintenance plan regarding building and terrain. Keep inventory of all buildings and equipment. Control maintenance projects undertaken by own staff as well as by contracts. Management of human, physical and financial resources: Render staff Management.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: facoff29@emcol.co.za

POST 38/167 : **SHEQ OFFICER REF NO: EMC1/30/26**

SALARY : R338 106 – R398 277 per annum (Level 07), Plus benefits
CENTRE : Head Office
REQUIREMENTS : Matric or equivalent plus a recognized three (3) year National Diploma (NQF 6) in Building Management/Safety. Management/ Construction Management or related qualification. 2-3 years in Facilities Management, SHERQ and OHS environment. Fire marshal and a First aid certificate will and added advantage. Must also be in possession of a valid Driver's License. Competencies: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable. Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Skills: Operating of fire extinguisher; Marketing research skills; Internet usage skills; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; Planning and organizing; People management.

DUTIES : Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: sheq30@emcol.co.za

POST 38/168 : **HUMAN RESOURCES CLERK REF NO: EMC1/31/26 (X3 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05), Plus benefits
CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management. Competencies: Knowledge of HRM processes and practices; Knowledge of PERSAL; Personnel Administration Standards and CORE; Public Service Regulations and PFMA; Public Service Act; POPI Act; Knowledge of Recruitment, Training and PMDS procedures and processes; Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions; Basic knowledge of Health and Wellness policies, processes and systems; Knowledge and understanding of the TVET Administration; Knowledge and understanding of the Higher Education sector. Skills: Human Resource Administration and Development; Investigations and negotiations; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; People management; Presentation skills.

DUTIES : Capture Pension, Housing Allowance and Long Service benefits etc. in accordance with the Regulator's Conditions of Service Policy; Capture all signed contract of employment forms on salary levels 2 to 8 on a database. Assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms etc.); Receive and process all termination paperwork and terminate employees as and when required; Assist with enquiries relating to the Pension Fund and Medical Aid. File and safe keep Human Resource Records in line with the Records Management Systems. Source and consolidate records required for auditing purposes. Render support in the provision of recruitment and selection services; Capture applications, handle responses and short-listing processes. Provide logistical and secretariat support during shortlisting/ interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Compile appointment letters and receive assumption of duty letters from the appointable candidate. Conduct reference check for successful candidates. Provide administrative support on Labour Relations matters in the College. Gather evidence to assist with the investigation of grievances, disputes, misconduct etc. Capture grievances, disputes, misconduct cases on PERSAL. Provide assistance in the implementation of collective bargaining council resolutions. Provide logistical and secretariat services during bilateral and multilateral meetings, disciplinary hearings etc. Assist in the distribution and filing of attendance register for each strike day. Assist in the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for college staff. Render administrative support in the implement of PMDS and IQMS for College staff. Provide assistance with the completion of PMDS and IQMS documents. Collate and capture Half Yearly and Annual PMDS and IQMS Assessments for College staff. Capture PMDS and IQMS scores on PERSAL and update the database. Coordinate the delivery of external and in-house training as and when requested. Render logistical support in the arrangement of external and internal trainings. Assist in the recruitment and selection of interns and learners. Receive and capture bursary application. Capture and maintain databases for all PMDS, IQMS and Training matters. Assist with the provision of Employee Health and Wellness services in the College. Coordinate Employee Health and Wellness events for the College (Wellness days, Sports Tournaments etc.). Coordinate and communicate bereavement about College staff and their spouses and families.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: hrc31@emcol.co.za

POST 38/169 : **HUMAN RESOURCES CLERK (EMPLOYEE HEALTH AND WELLNESS) REF NO: EMC1/33/26**

SALARY : R237 453 – R279 708 per annum (Level 05), Plus benefits
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management. Competencies: Knowledge of HRM processes and practices; Knowledge of PERSAL; Personnel Administration Standards and CORE; Public Service

Regulations and PFMA; Public Service Act; POPI Act; Knowledge of Recruitment, Training and PMDS procedures and processes; Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions; Basic knowledge of Health and Wellness policies, processes and systems; Knowledge and understanding of the TVET Administration; Knowledge and understanding of the Higher Education sector. Skills: Human Resource Administration and Development; Investigations and negotiations; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; People management; Presentation skills.

DUITES : Assist with the provision of Employee Health and Wellness services in the College. Coordinate Employee Health and Wellness events for the College (Wellness days, Sports Tournaments etc.). Coordinate and communicate bereavement about College staff and their spouses and families. Provide administrative support services; Create a database of clients with respect to contact information, line of business and other information. Attend to general correspondence and prepare document packs for meetings. Ensure correct classification of documents and safekeeping of documents. Advice on compliance with procurement policy and coordinate all the administrative work and related functions. Keep a message system updated / forward information and take minutes. Organize meetings, strategic / business planning sessions, etc. Make appointments and keep diary updated (inform the Wellness Officer of appointments, ensure no overlaps occur, reschedule appointments when necessary). Organise travel arrangements (accommodation, car, etc.) and handle claims, petty cash etc. Keep circulars and relevant policies updated (HR policies, Finance policies and supply chain policies etc). Provide project support services in the Employee Health and Wellness Office; Keep a database of all projects. Assist with co-ordination of project reports. Coordinate inputs and prepare presentations for meetings. Assist the office to compile presentations. Render any other technical assistance required at project meetings. Provide secretariat support at meetings. Manage the flow of information and documents in the Labour Relations office. Perform document tracking for all correspondence and memorandums. Acknowledge receipt, apply file number allocation, record data into computer system, and file appropriately. Draft memos as and when instructed. Ensure distribution of documents to other functionaries. Ensure safe keeping of all documentation in the office in line with the relevant policies. Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up). File manually and electronically. Render assistance to other units. Provide support in the procurement of Employee Health and Wellness office needs.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: hrc33@emcol.co.za

POST 38/170 : **FINANCE CLERK REF NO: EMC1/33/26 (X2 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05), Plus benefits
CENTRE : Head Office
REQUIREMENTS : A grade 12 certificate plus National Diploma in Financial Management / Financial Accounting or any other relevant qualification. 1-2 years' experience financial management environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech, Sage etc) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.

DUTIES : Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Perform salary administration support services. Receive salary advice. Process advice (e.g. check advice for all correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Collect information from budget holders. Compare expenditure against budget.

		Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture payments.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email Address: finc33@emcol.co.za
POST 38/171	:	**SUPPLY CHAIN CLERK REF NO: EMC1/34/26**
SALARY	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
CENTRE	:	Head Office
REQUIREMENTS	:	Matric certificate plus a recognised national diploma in Financial Management / Management assistant / Supply chain Management or any other relevant qualifications. Knowledge of basic financial operating systems (Coltech etc.). 1 -2 years' experience in supply chain required. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Coltech. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.
DUTIES	:	Render Supply Chain Management clerical and administrative support. Update and maintain supplier (Including contractors) database. Register suppliers on Coltech. Request and receive quotations. Capture specification on the electronic purchasing system. Process purchase orders. Issue and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email address: scm34@emcol.co.za
POST 38/172	:	**BURSARY CLERK REF NO: EMC1/35/26**
SALARY	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
CENTRE	:	Grahamstown Campus
REQUIREMENTS	:	Grade 12 plus a recognised national diploma in Financial Management / Accounting or any other relevant qualification. 1-2 years in Bursary / Financial aid / Financial environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech etc.) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
DUTIES	:	Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Analyse NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email address: bcgraham35@emcol.co.za
POST 38/173	:	**BURSARY CLERK REF NO: EMC1/36/26**
SALARY	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
CENTRE	:	High Street Campus
REQUIREMENTS	:	Grade 12 plus a recognised national diploma in Financial Management / Accounting or any other relevant qualification. 1-2 years in Bursary / Financial aid / Financial environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial

		legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech etc.) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
DUTIES	:	Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Analyse NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.
ENQUIRIES	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS	:	Email address: bchs36@emcol.co.za

ANNEXURE I

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE : 06 November 2026

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence and integrity. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. 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 bellow-mentioned posts.

MANAGEMENT ECHELON

POST 38/174	:	**DIRECTOR: SECURITY & FACILITIIES MANAGEMENT REF NO: Q9/2026/54**
SALARY	:	R1 317 384 per annum, (all-inclusive package)
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	An Undergraduate qualification (NQF7) in Safety, Physical Security/ Security/ Vetting Management and any related fields. as recognized by SAQA. 5 years of experience at a middle/senior managerial level in Safety / Physical security and security vetting management environment. Driver's license. Knowledge Requirements: Thorough knowledge of security in the following fields is recommended: Physical security, Personnel security, documents security, Communication and investigations security. Knowledge of applicable legislation and legal mandate (MISS, National Strategic Intelligence Act, National Vetting Strategy, etc.). Able to observe human behaviour and interpret the behaviour. Vetting investigation training. Voice stress analysis or polygraph testing. Financial Management training. Skills and Competencies: Strategic capability and Leadership. Good communication Skills. Financial management skills. Change management skills. Client orientation and customer focus. Problem solving and analytical skills. Service delivery innovation.
DUTIES	:	Ensure physical and personnel security in the Department: Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Establish and maintain security registers and other records. Ensure the development and management of a contingency security plan. Manage the implementation of security operating measures (e.g. access control, key control, facilitate threats and risk assessment for the employees of the department, etc.) as well as investigations on security breaches. Ensure information security management in the department: Ensure that document safety systems are developed. Ensure the monitoring and coordination communication of security matters. Ensure compliance with relevant security prescripts such as MISS, Protection of Information Act, etc. Ensure that information security awareness is promoted in the department. Manage the vetting in the department: Ensure vetting filed work investigation is done. Ensure that liaison with SSA (State Security Agency) for the evaluation and issuing of clearance certificates. Ensure that uniform standards for security clearance levels are developed e.g. conduct regular workshops on the application process for security clearance. Manage the team responsible for the provision of security and work management services. Manage the provision of a conducive working environment in terms of the Occupational Health and Safety Act. Manage and ensure effective and efficient of financial, human and physical resources of the Directorate in line with applicable legislation: Ensure development and reporting on the operational plan for the unit. Ensure that identification and development of strategic and operational risks and response plan of the unit. Ensure that people management is effective. Ensure that inputs to the annual report, interim and annual financial statements are provided. Ensure participation in Management Committees of the Department. ensure and oversee effective governance and compliance pertaining to security and work environment management. Ensure overall compliance with SCM prescripts and reporting requirements. Communication with internal/external stakeholders as well as colleagues. Ensure that response letters, email status reports, presentations, memos and submissions are provided. Ensure formal presentations and facilitate discussions at relevant committees/forums are done. Ensure that advise on procedural and related technical matters in respect of security matters and vetting strategies and policies to ensure compliance with regulations provided. Manage the provision of infrastructure maintenance, refreshment and refectory, cleaning and transport services.
ENQUIRIES	:	Ms. NC Netsianda Tel No: (012) 399 0039
APPLICATIONS	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
FOR ATTENTION	:	Mr. DS Baloyi Tel No: (012) 399 0202
NOTE	:	Employment Equity Target: Women are encouraged to apply

POST 38/175	:	**DIRECTOR: RISK AND INTEGRITY STREGNTHENING REF NO: Q9/2026/55**
SALARY	:	R1 317 384 per annum, (all-inclusive package)
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	An Undergraduate qualification (NQF7) as recognized by SAQA in Risk Management/ Internal Auditing/ Economics/ Accounting. Registration with IRMSA or Institute of Internal Auditors (SA). 5 years of experience at a middle/senior managerial level in risk and integrity management environment. A valid driver's license. Knowledge Requirements: Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Corporate Governance (King IV); Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; COSO ERM Framework; ISO 31 000 Frameworks; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies and the Public Service Code of Conduct. Knowledge of the ISO 22301 Framework; the ISO 22313 Framework; the Good Practice Guideline on Business Continuity Management, and the Treasury and Public Service Regulations. Skills and Competencies: Strong leadership skills. Good communication skills. Conflict Management skills. Computer literacy language skills. Analytical skills. Strategic capability and Leadership. Good communication Skills. Financial management skills. Change management skills. Client orientation and customer focus. Problem solving and analytical skills. Service delivery innovation.
DUTIES	:	Manage the development of risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework: Ensure studies and analysis are undertaken to identify risks to establish the internal and external organisational context. Manage the facilitation and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Ensure departmental risk profile is developed (ensure that the risk register is maintained). Ensure reports are compiled as required. Manage the institutionalization of risk management: Manage the risk management philosophy and ensure the culture is embedded in the organization. Manage the capacity development (inform, guide and advise employees on risk management matters). Ensure governance and compliance with Oversight Committee(s) resolutions and policy directives/regulations. Ensure effective Enterprise Risk Management and conduct strategic and operational risk assessments. Establish and implement Compliance Frameworks: Manage the organisational compliance framework, compliance universe, and compliance risk. Ensure the development and implementation of Risk and Compliance Policies and Procedures in line with IPID's mandate. Manage the provision of advice on good corporate governance initiatives. Ensure the review of the application of processes and procedures to facilitate the maintenance of good corporate governance. Ensure submission of financial disclosures by IPID employees. Ensure compliance to Sec 30 of PSA in terms of other remunerative work. Ensure promotion to ethical culture and maintaining organisational integrity. Monitor IPID compliance levels with laws and regulations. Development of combined assurance model. Manage and implement the anti-corruption, fraud prevention and ethics management in line with relevant legislation, policies and regulations. Manage the implementation of Business Continuity. Establish a Business Continuity Management (BCM): Establish a Business Continuity Management (BCM) framework and policy that includes crisis management strategy and plans. Test and maintain the Business Continuity Plans. Provide support to the Executive on Business Continuity Strategies. Conduct Business Impact Analysis. Management of resources: Effective and efficient management of Human Resource. Effective and efficient management of Financial Resource. Effective and efficient management of Equipment/Assets.
ENQUIRIES	:	Ms. A Mphago Tel No: (012) 399 0039
APPLICATIONS	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment22@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
FOR ATTENTION	:	Mr. DS Baloyi Tel No: (012) 399 0202

NOTE : Employment Equity Target: Women are encouraged to apply.

ANNEXURE J

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

APPLICATIONS : Submitted online through the following link: https://forms.gle/ng5x7TKR88kRFZDo9 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.

CLOSING DATE : 13 November 2026 at 16:00 (walk-in) and 20:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate “refer to CV” or “see attached”. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate’s suitability based on the posts’ technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s

suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

ERRATUM: Kindly note that the post of Administration Clerk – Auxiliary Services (Centre: Kwa-Zulu Natal Management Region, Duban), Ref No. JI 64/2026, advertised in Public Service Vacancy Circular No.37 of 2026, is hereby withdrawn.

Kindly note that the link to apply for the ICCV post stationed at Vereeniging (Ref No: 73/2026) was inadvertently omitted in Public Service Vacancy Circular No.37 of 2026. Online applications can be submitted with the following link: Vereeniging Correctional Centre: https://forms.gle/ntXoTzEeZnKvF7k56. The closing date remails the same.

OTHER POST

POST 38/176	:	**ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 103/2026** Directorate: Regional Coordination and Oversight
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Eastern Cape Regional Office – East London
REQUIREMENTS	:	Applicants must be in possession of a grade 12/senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
DUTIES	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties when required.
ENQUIRIES	:	Ms N Sifesane Tel No: (043) 722 2729

ANNEXURE K

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 09 November 2026 at 16:00

NOTE : To apply, submit a completed Z83 form, (a nomination letter if required) and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

ERRATUM: The position of Senior Telecom Operator (2 Posts) ref 3/1/1/1/2026/246 for the Directorate: Facilities Management Services: Gauteng (Pretoria) that was advertised in Public Service Vacancy Circular no 35 of 2026 dated 02 October 2026 Has reference. Applicants are advised that the 1 position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 38/177	:	**DISTRICT DIRECTOR REF NO: 3/1/1/1/2026/300** Directorate: Ladysmith District Office
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
CENTRE	:	KwaZulu Natal
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the relevant environment. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.
DUTIES	:	Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.
ENQUIRIES	:	Mr S Mjacu Tel No: (033) 264 9516
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post300@dlrrd.gov.za
NOTE	:	EE Targets: Coloured and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

OTHER POSTS

POST 38/178	:	**CHIEF PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2026/304** Directorate: Surveys Services
SALARY	:	R1 143 468 per annum, (The salary will be determined in accordance with the OSD)
CENTRE	:	Western Cape (Mowbray)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid drivers licence.
DUTIES	:	Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational 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	:	Mr A Parker Tel No: (021) 657 4300
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post304@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

POST 38/179	:	**CHIEF PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2026/305** Directorate: Examination Services
SALARY	:	R1 143 468 per annum, (The salary will be determined in accordance with the OSD)
CENTRE	:	Western Cape (Cape Town)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid drivers licence.
DUTIES	:	Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational 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	:	Mr E Daware Tel No: (021) 464 7806
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post305@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with disabilities.

POST 38/180	:	**CHIEF PROFESSIONAL SURVEYOR REF NO: SAS: 3/1/1/1/2026/306** Directorate: Examination, State and Land Reform Survey Services
SALARY	:	R1 143 468 per annum, (The salary will be determined in accordance with the OSD)
CENTRE	:	North West (Mahikeng)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid drivers licence.
DUTIES	:	Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational 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	:	Mr M Dludla Tel No: (018) 388 7090
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post306@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

POST 38/181	:	**DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/1/1/1/2026/307** Directorate: Land Development Support
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with MMS)
CENTRE	:	Western Cape (Cape Town)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management / B-Com Agriculture (NQF Level 7) or related equivalent qualifications. Minimum of 3 years relevant experience at junior management level. A valid driver's licence. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies, e.g., National Development Plan, National Growth Path, Planning and Budgeting Framework etc. Research Methodology. Good Corporate Governance Principles. Knowledge in Human and Financial Management. Job related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Computer literacy. Information management and Analytical thinking. Willingness to travel and ability to work under limited supervision. Willingness to work extended hours when a need arise.
DUTIES	:	Facilitate the development, review and management of policies and programme for land development and post settlement support. Facilitate the engagement with relevant stakeholders on policy matters. Identify issues to necessitate policy review and participate in policy formulation forum. Facilitate capacity building session for officials and stakeholders on policies and programmes developed. Participate in the development and review of standard operating procedures (SOP). Manage the implementation of the programmes for the development of procedures towards commercialisation. Manage the process of identifying procedures to be supported. Facilitate the establishment and management of partnership between procedures and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of Business Plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of the approval of documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies / SOPs. Present the submissions to the relevant committees and structures. Manage the implementation of the approved projects. Facilitate the effective promotion and practice of good corporate governance and compliance with financial and human resource. Facilitate ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Manage and mitigate identified operational and fraud risks. Manage and implement internal and external controls in line with policies.
ENQUIRIES	:	Mr T Mtintsilana Tel No: (021) 467 7888
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post307@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian, White Males and African, Coloured, Indian, White Females, and Persons with disabilities.
POST 38/182	:	**ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/310** Directorate: Examination, Execution, And Deeds Training Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
CENTRE	:	Gauteng (Johannesburg)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appeared has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

ENQUIRIES : Ms LR Maloka / Mr HP Nkwinika Tel No: (011) 843 8338 / 8314

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/183 : **ASSISTANT REGISTRAR OF DEEDS: TRACKING AND INFORMATION SERVICES REF NO: 3/2/1/2026/311**
Directorate: Registration And Information Services

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

CENTRE : Gauteng (Johannesburg)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 4 years' experience at junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Client Relations. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. The political landscape of South Africa. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act.

DUTIES : Manage deeds information. Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage updating of procedure

manuals. Manage archiving of records. Manage the filing system of requests for information. Manage client relations services. Monitor the complaint register and draft action plan. Quality assure client satisfaction survey report and make recommendations. Manage the implementation of outreach programmes, stakeholder engagement meetings. Monitor implementation of action plan for public service month. Verify Service Delivery Improvement Plan reports. Manage correspondence and provide guidance to clients. Analyse and investigate the enquiry received. Provide and/or quality assure feedback to client and management. Certify information/judicial copies/ section 212/ affidavit and sign register. Manage subpoena register. Manage Deeds Office Tracking System (DOTS). Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage DRS/Deeds View profiles and implement corrective measures. Manage the update of procedure manual.

ENQUIRIES : Ms LR Maloka / Mr HP Nkwinika Tel No: (011) 843 8338 / 8314

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/184 : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/1/1/1/2026/313**
Directorate: Examination, Execution and Deeds Training Services

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Presentation, Time management skills, Computer literacy, Research, Improvisation Skills, Organizing and problem solving, Verbal and written communication skills. Report writing skills.

DUTIES : Determine training needs for deeds. Analyse current and future deeds training from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

ENQUIRIES : Ms Maropeng Mobe / Mr Eliot Nyamandi, Tel No: (015) 495 1976

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/185	:	**ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/314** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
CENTRE	:	Limpopo (Polokwane)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
DUTIES	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
ENQUIRIES	:	Ms Maropeng Mobe/ Mr Eliot Nyamandi Tel No: (015) 495 1976
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
POST 38/186	:	**ASSISTANT REGISTRAR DEEDS: MECHANISATION AND DIGITISATION REF NO: 3/1/1/1/2026/316** Directorate: Registration And Information Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related or related equivalent qualification. 4 years' experience at junior management level in Deeds environment. Job related knowledge: Computer software skills. Good written and verbal communication skills. Good judgement and assertive skills. Project Management skills. People Management skills. Organise and planning skills. Applied strategic thinking. Budgeting and financial Management. Communication and information Management. Customer focus and responsiveness. Developing others.

Diversity Management. Impact and influence. Managing Interpersonal Conflict and resolving problems. Networking and building bonds. Planning and organising. Problem-solving and decision Making and Team leadership.

DUTIES : Managed data section. Manage workload, workflow, processes and standards and implement corrective measures. Oversee the review of system change request. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback and take corrective measures. Manage correspondence and give guidance to clients. Manage workload, workflow, processes and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage.

ENQUIRIES : Ms PT Maphanga Tel No: (013) 756 4000/70

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: Officer of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela 1200. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/187 : **ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/1/1/1/2026/318**
Directorate: Examination, Execution and Deeds Training Services

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (QONCE)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Presentation, Time management skills, Computer literacy, Research, Improvisation Skills, Organizing and problem solving, Verbal and written communication skills. Report writing skills.

DUTIES : Determine training needs for deeds. Analyse current and future deeds training from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

ENQUIRIES : Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741

APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 113 Alexander Road, Qonce, 5600 Eastern Cape before the closing date as no late applications will be considered. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities
POST 38/188	:	**ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/319** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
CENTRE	:	Eastern Cape (Qonce)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
DUTIES	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
ENQUIRIES	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 113 Alexander Road, Qonce, 5600 Eastern Cape before the closing date as no late applications will be considered. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.
POST 38/189	:	**ASSISTANT REGISTRAR OF DEEDS: TRACKING AND INFORMATION SERVICES REF NO: 3/1/1/1/2026/320** Directorate: Registration And Information Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

CENTRE	:	Eastern Cape (Qonce)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 4 years' experience at junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Client Relations. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. The political landscape of South Africa. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act.
DUTIES	:	Manage deeds information. Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage updating of procedure manuals. Manage archiving of records. Manage the filing system of requests for information. Manage client relations services. Monitor the complaint register and draft action plan. Quality assure client satisfaction survey report and make recommendations. Manage the implementation of outreach programmes, stakeholder engagement meetings. Monitor implementation of action plan for public service month. Verify Service Delivery Improvement Plan reports. Manage correspondence and provide guidance to clients. Analyse and investigate the enquiry received. Provide and/or quality assure feedback to client and management. Certify information/judicial copies/ section 212 / affidavit and sign register. Manage subpoena register. Manage Deeds Office Tracking System (DOTS). Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage DRS/Deeds View profiles and implement corrective measures. Manage the update of procedure manual.
ENQUIRIES	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 113 Alexander Road, Qonce, 5600 Eastern Cape before the closing date as no late applications will be considered. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indians and White Females, and Persons with Disabilities.
POST 38/190	:	**ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/1/1/1/2026/321** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R932 292 per annum (Level 11), (All-inclusive package to be structured in accordance with MMS)
CENTRE	:	Western Cape (Cape Town)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Presentation, Time management skills, Computer literacy, Research, Improvisation Skills, Organizing and problem solving, Verbal and written communication skills. Report writing skills.
DUTIES	:	Determine training needs for deeds. Analyse current and future deeds training from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management

System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

ENQUIRIES : Ms D Tshabalala / Mr T Segapu/ Ms M Young Tel No: (021) 464 7623/7667

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeek Street, Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/191 : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/322 (X6 POSTS)**
Directorate: Examination, Execution and Deeds Training Services

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.

DUTIES : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

ENQUIRIES : Ms D Tshabalala/ Mr T Segapu/ Ms M Young Tel No: (021) 464 7623/7667

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeek Street, Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/192	:	**ASSISTANT DIRECTOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/1/2026/298** Chief Directorate: Internal Audit
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or relevant related qualification. Minimum of 3 years' experience in operational and compliance auditing at supervisory / Senior Auditor level. A valid driver's licence. Job related knowledge: Project management best practice, The Standards of the Institute of Internal Auditors, Risk based internal audit methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing, Analytical and problem-solving ability. Staff and interpersonal relations. Project management. Computer literacy. Business process analysis. Risk and control assessment. Work under pressure and meet deadlines.
DUTIES	:	Perform and supervise the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the execution phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Supervise the Operational and Compliance Audit Sub-Directorate's resources allocated to this position. Supervise human, logistical and financial resources allocated to this position on an on-going basis in line with the Departmental prescripts.
ENQUIRIES	:	Mr M Rammutla Tel No: (012) 312 9840
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post298@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
POST 38/193	:	**ASSISTANT DIRECTOR: MARKETING REF NO: 3/1/1/1/2026/299** Directorate: Internal Communications
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Marketing / Brand Management / Public Relations (NQF Level 6). Minimum of 3 years' experience in marketing and brand management service environment. A valid driver's licence. Job related

knowledge: Knowledge of Policies and legislations governing communication. Marketing and Brand Management principles. Batho-Pele principles. Job related skills: Marketing Communication. Interpersonal Relations. Advocacy. Computer literacy. Analytical thinking. Decision making. Problem solving. Ability and willingness to travel extensively and work outside office hours.

DUTIES : Provide marketing services for the Department. Coordinate outreach campaigns, information and advocacy sessions to create awareness of the department's initiative and programmes. Compile and distribute information material on the programmes, policies and services of the Department. Promote citizen engagement by coordinating public participation in departmental policies and programmes. Facilitate inter-departmental and external stakeholder messaging on marketing initiatives. Support initiatives to uphold the departmental brand identity. Handle and facilitate information queries from the public and stakeholders attending departmental events and activities. Coordinate corporate identity services for the Department. Monitor the implementation of the departmental brand for consistent visual presentation. Record non-compliance corporate identity guidelines on branded output. Conduct regular training sessions on the compliance to the branding guidelines. Assess and recommend appropriate types of branded signage and way-findings to departmental service delivery points or activities. Develop and implement consistent brand messages internally and externally. Provide advice and specifications for branded collateral and promotional material. Draft and implement event branding plans. Organise and implement events, exhibitions and information sessions. Plan, organise and coordinate events, exhibitions, campaigns and information sessions. Draft and keep an updated calendar for events, exhibitions and information sessions. Identify and recommend relevant target audiences for exhibitions and information sessions. Regular liaising with relevant event, activity or campaign content leaders. Interact with stakeholders and delegates to provide information at events and exhibitions. Maintain even and exhibition attendance registers. Maintain detailed referral documents for queries which cannot be addressed during the activities. Follow-up on events and exhibition queries with the relevant internal units until closure and provide reports. Package and implement traditional and multi-media information tools for departmental activities. Collate and distribute planned and ad-hoc information material to stakeholders. Coordinate media buying and advertising services. Recommend appropriate media channels for paid media campaigns and projects. Source media buying quotations from media houses and media owners. Coordinate the production of advertisement copy or audio-visual recordings aligned to corporate identity guidelines. Coordinate the placement of the advertisement. Collate print media advertisement tear-offs, audio and video clips.

ENQUIRIES : Mr F Mutangwa Tel No: (012) 312 8283

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post299@dlrrd.gov.za

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

POST 38/194 : **SENIOR ICT TECHNICIAN / OFFICER REF NO: 3/1/1/1/2026/308**
Chief Directorate: Deeds ICT

SALARY : R487 197 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Information Technology (NQF 6) or relevant equivalent qualifications. Minimum 3 years in a similar role supporting users onsite and/or remotely with desktop, application, system and infrastructure issues. Job Related Knowledge: Solid diagnostic and troubleshooting abilities, with a structured and logical approach to solving user and system issues. Thorough and seamless call log management process for all calls logged by users for work management and reporting purposes. Systems support. Working with Active Directory, O365, Anti-virus and other related Windows and Windows Server tools. Supporting users onsite and / or remotely with desktop, application, system and infrastructure issues. Diagnostic and troubleshooting abilities, with a structured and logical approach to solving user and system issues. Knowledge of ICT standards, best practices and policies. Installing hardware and software components. Knowledge of call log management

process. Theoretical and practical knowledge of Active Directory, O365, anti-virus and other related Windows and Windows Server tools. Public Service Regulations. Job Related Skills: Communications skills. Problem Solving and Decision-Making skills. Computer software skills (good excel skills). Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills. Analytical skills. Problem solving skills. Communication skills. Project Management skills. A valid driver's license.

DUTIES : Installing, Configuring and Maintaining Software and Hardware Components of Computer and Network Systems. Install, configure and upgrade desktop computers, laptops, printers and peripheral devices. Install, configure and maintain operating systems, Microsoft 365 applications and approved business software. Configure and maintain user accounts, mailboxes, groups and permissions in Active Directory and Microsoft 365. Install, configure and maintain network devices, including switches, routers and wireless access points. Monitor hardware and software performance to ensure optimal system functionality and availability. Conduct preventative maintenance of ICT equipment, infrastructure and systems. Perform software updates, security patches and firmware upgrades. Configure and maintain antivirus, endpoint protection and other security solutions. Manage and maintain ICT asset registers and configuration records. Respond to service requests escalated through the Help Desk and ensure timely fulfilment according to service standards. Monitor recurring incidents and recommend preventative measures to improve system performance and reliability. Diagnose, Troubleshoot and Coordinate Resolution of ICT Hardware, Software and Network Incidents. Diagnose and troubleshoot hardware, software, network and application-related incidents reported by users. Provide second-line support for desktop, laptop, printer, scanner and connectivity issues. Resolve software, operating system, Microsoft 365, Active Directory and application-related incidents. Analyse incidents to determine the root cause and implement corrective actions to prevent recurrence. Escalate unresolved incidents to specialist support teams, vendors or service providers in accordance with support procedures. Log, categorise, prioritise and track incidents through the Help Desk system until closure. Coordinate warranty repairs and equipment replacement with suppliers, manufacturers and contracted service providers. Verify and test returned or replacement equipment before deployment to users. Provide users with regular feedback regarding the status and progress of incidents. Maintain records of incidents, resolutions, escalations and service provider interventions. Monitor recurring incidents and recommend permanent solutions or service improvement initiatives. Ensure incidents are resolved within agreed Service Level Agreements (SLAs). Manage and Prioritise Operational Tasks and ICT Projects to Support Departmental Objectives. Prioritise operational support tasks according to business impact, urgency and management directives. Allocate time between incident resolution, service requests, maintenance activities and project work. Monitor the Help Desk queue and ensure critical incidents receive immediate attention. Execute assigned operational tasks within agreed timelines. Participate in ICT infrastructure, system enhancement and digital transformation projects. Support implementation of new software, hardware and network solutions. Assist with system upgrades, migrations and technology refresh initiatives. Support business continuity and disaster recovery activities. Monitor progress against project plans and report risks and challenges. Collaborate with internal stakeholders, service providers and ICT teams to achieve project objectives. Capture Progress and Generate Completion Reports to Enable Status Updates on System Availability. Log all incidents, service requests, changes and maintenance activities on the Help Desk system. Track and monitor incident response and resolution times. Maintain accurate records of system availability, downtime and service disruptions. Generate daily, weekly and monthly Help Desk performance reports. Produce reports on incident trends, recurring problems and root causes. Prepare system availability and infrastructure status reports for management. Provide timely feedback to users regarding the progress and resolution of incidents. Document solutions, procedures and knowledge-based articles for future reference. Compile project progress and completion reports. Produce recommendations for service improvement based on incident and performance trend analysis.

ENQUIRIES : Mr HS Tshinavhe Tel No: (012) 338 7389

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083.

Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.

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

POST 38/195 : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/1/2026/312**

SALARY : R487 197 per annum (Level 09)
CENTRE : Limpopo Deeds Registry: Polokwane
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting or related equivalent qualifications. 3 Years Supervisory experience in Financial environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills. Driver's License.
DUTIES : Manage budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Manage revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Manage debtors. Monitor recovery of outstanding debt and collection progress report. Analyze comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Manage of creditors. Monitor payment of suppliers/ service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances.
ENQUIRIES : Ms Maropeng Mobe/ Mr Eliot Nyamandi Tel No: (015) 495 1976
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE : EE Targets: Coloured, Indian, and White Males, and Coloured, Indian, and White Females, and Persons with Disabilities.

POST 38/196 : **SENIOR EXAMINER REF NO: 3/1/1/1/2026/315**
Directorate: Examination, Execution and Deeds Training Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualifications. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer literacy skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills. Presentation skills.
DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents.

Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

ENQUIRIES : Ms Maropeng Mobe / Mr Eliot Nyamandi Tel No: (015) 495 1976

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/197 : **PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/291**
Directorate: Information Services

SALARY : R413 001 per annum (Level 08)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in a geomatics or cadastral survey environment. A valid driver's licence. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.

DUTIES : Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to

determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES : Ms N Ziqubu Tel No: (033) 264 9515

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post291@dlrrd.gov.za

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

POST 38/198 : **SENIOR AUDITOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/1/2026/297**
Chief Directorate: Internal Audit

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in Operational and Compliance Auditing. A valid driver's licence. Job related knowledge: Standards of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing and Analytical thinking. Problem solving. Computer literacy. Business process analysis. Risk and control assessment.

DUTIES : Perform the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodology, policies and procedures on a continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the execution of the annual audit plan projects according to the deliverables and timeline defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the execution phase deliverable's of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the defined scope of the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Preform the compilation on the electronic audit software of the defined scope of the reporting phase deliverable of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedure on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, In line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weedy basis.

ENQUIRIES : Mr M. Rammutla Tel No: (012) 312 9840

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post297@dlrrd.gov.za

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

POST 38/199 : **SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/1/1/1/2026/303**
Directorate: District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Nkangala: Mpumalanga
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri Business / Agricultural Management / LLB (NQF Level 7) or related equivalent qualification. Minimum of 2 years relevant experience in land reform environment. A valid driver's licence. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation techniques. Knowledge and understanding of government development policies, e.g. National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in human and financial management. Job related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Computer literacy. Information management and analytical thinking. Willingness to travel.

DUTIES : Implement projects for the development of producers towards commercialisation. Assist with co-ordinating the process of identifying producers to be supported. Assist in the establishment and management of partnerships between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Assist in facilitation of the development and approval of project registers. Assist in facilitation of farm assessment and feasibility studies. Compile reports and assist in the development of business plans. Co-ordinate processes toward approval of projects. Co-ordinate the compilation of approval documents. Ensure alignment and compliance of submissions to the policies / standard operating procedures. Present the submissions to the relevant committees and structures. Promote good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Adhere to relevant prescripts and legislative framework (human and financial resources). Assist in mitigation of the identified operational and fraud risks. Adhere to internal and external controls in line with the policies.

ENQUIRIES : Ms PS Gininda Tel No: (013) 754 8027
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post303@dlrrd.gov.za

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

POST 38/200 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/309**
Chief Directorate: Deeds ICT

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
EQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job Related Knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job Related Skills: Computer Literacy. Interpersonal skills. Organising and Planning skills.

Communication (verbal and written). Analytical skills. Problem Solving skills. Financial Management skills. Report writing skills. Confidentiality, fairness, respect and honesty. Valid Driver's License. Work under pressure. Teamwork. Work extra hours.

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

ENQUIRIES : Mr HS Tshinavhe Tel No: (012) 338 7389

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Arcadia, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted

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

POST 38/201 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/294**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Eastern Cape (East London)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan.

Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

ENQUIRIES : Ms NO Ngcaba Tel No: (043) 783 1400
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chisehurst, East London or by email to Post294@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 38/202 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/295**
Directorate: Examination, State and Land Reform Surveys Services

SALARY : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.
DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
ENQUIRIES : Ms NO Ngcaba Tel No: (043) 783 1400
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chisehurst, East London or by email to Post295@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 38/203 : **SENIOR CADASTRAL OFFICER REF NO: 3/1/1/1/2026/301**
Directorate: Maintenance And Cadastral Spatial Information Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 3 years geomatics post qualification experience in a Geomatics / Cadastral survey environment. A valid driver's licence. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job

related skills: Analysing and report writing. Interpersonal relations. Communication (verbal and written). Computer literacy. Presentation and /attributes: Confidentiality, fairness, respect and honesty.

DUTIES : Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain and electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principle and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amend, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES : Ms Z Zwane Tel No: (012) 337 3777

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post301@dlrrd.gov.za

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

POST 38/204 : **FINANCE CLERK (SUPERVISOR) REF NO: 3/1/1/1/2026/302**
Directorate: Surveyor General

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience in financial environment. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operated computer and collate financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation. Computer operating. Language. Good communication (verbal and written). Basic numeracy skills. Flexibility, Interpersonal relations, Teamwork, ability to perform routine tasks, Ability to operate office equipment, Accuracy, Aptitude for figures, Willingness to work additional hours as and when required.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journal and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variance. Verify the capturing, allocations virements on budget. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr SM Maseko Tel No: (012) 337 3655

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post302@dlrrd.gov.za

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

POST 38/205 : **CADASTRAL OFFICER REF NO: 3/1/1/1/2026/288 (X2 POSTS)**
Directorate: Maintenance And Cadastral Spatial Information Services

SALARY : R280 278 per annum (Level 06)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated

cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES : Ms Z Zwane Tel No: (012) 337 3777

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post288@dlrrd.gov.za

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

POST 38/206 : **CADASTRAL OFFICER REF NO: 3/1/1/1/2026/289**
Directorate: Examination Services

SALARY : R280 278 per annum (Level 06)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES : Ms N Ziqubu Tel No: (033) 264 9515

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post289@dlrrd.gov.za

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

POST 38/207 : **CADASTRAL OFFICER REF NO: 3/1/1/1/2026/290**
Directorate: Information Services

SALARY : R280 278 per annum (Level 06)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy.

Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES : Mr T Motumi Tel No: (033) 264 9580

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post290@dlrrd.gov.za

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

POST 38/208 : **SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/292 (X2 POSTS)**
Directorate: Financial And Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES	:	Ms M Nkuna Tel No: (015) 495 1905
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post292@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 38/209	:	**RECEPTIONIST REF NO: 3/1/1/1/2026/293** Directorate: Financial And Supply Chain Management Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Limpopo (Polokwane)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of an NQF Level 4 or 5 or relevant equivalent qualification. Job related knowledge: Microsoft Package. Job related skills: Telephone etiquette. Communication (verbal and written). Interpersonal relations. Switchboard operations. Ability to learn the department's service delivery components. Ability to take initiative. Ability to work independently. Ability to organise work. Ability to prioritise work.
DUTIES	:	Receive telephonic calls, messages and channel to relevant role players. Take down messages when required. Distribute message promptly. Attend to all clients and visitors to relevant officials promptly. Welcome, receive and direct clients to relevant units. Attend to all client queries. Supply basic information to customers regarding the department 's service when required. Liaise with internal and external personnel. Provide relevant information as required. Operate the switchboard by answering incoming and outgoing calls at the times. Keep database of other important contact number on an on-going basis. Report fault on the telephone system when needed. Utilise the telephone management system to monitor telephone cost on an ongoing basis. Screen and forward calls. Receive telephone messages. Operate office equipment such as printer and photocopiers. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Maintain telephone directory. Update telephone directory for the officials. Remove inactive users in the internal directory. Maintain and control visitor register at reception. Register visitor.
ENQUIRIES	:	Mr LS Mahasha Tel No: (015) 495 1956
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post293@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 38/210	:	**HUMAN RESOURCE CLERK REF NO: 3/1/1/1/2026/296** Directorate: Organisational Development and Service Delivery Improvement
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation. Computer literacy. Language. Communication (verbal and written). Interpersonal relations. Flexibility. Teamwork.
DUTIES	:	Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) etc.). Performance management. Termination of service. Adress human resource administration enquiries. Respond to enquiries from internal and external clients.
ENQUIRIES	:	Mr S Mahlangu Tel No: (012) 312 9582
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post296@dlrrd.gov.za

NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 38/211	:	**SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/317**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	KwaZulu Natal Deeds Registry: Pietermaritzburg
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job Related Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Related Skills: Planning and organisation skills. Computer skills. Language. Good verbal and written communication skills.
DUTIES	:	Render asset management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and absolute equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
ENQUIRIES	:	Ms ZF Mthembu Tel No: (033) 355 6812 or Mr SA Mtshali Tel No: (033) 355 6811
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
NOTE	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females, and Persons with Disabilities.

ANNEXURE L

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS : **National Office: (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

Free State: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301

Western Cape/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

CLOSING DATE : 09 November 2026

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification,

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

OTHER POSTS

POST 38/212 : **CHIEF REGISTRAR REF NO: 2026/150/OCJ**

SALARY : R610 434 – R1 442 451.per annum (MR6). Successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of court documentation management and Human Management and Batho Pele Principles. Skilled in planning, organising numeracy, problem solving, decision making, computer literacy (MS Office), communication (written and verbal), people skills/interpersonal relations, report writing and interviewing skills.

DUTIES : Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work.

ENQUIRIES : Technical Related Enquiries: Mr OPS Sebapatso Tel No: (018) 397 7004
HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064

APPLICATIONS	:	Applications can be sent via email to 2026/150/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 38/213	:	**PRINCIPAL LIBRARIAN REF NO: 2026/151/OCJ**
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Supreme Court of Appeal: Bloemfontein
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Library Science, Information Science or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' relevant experience in library services. Experience in a legal/law library will serve as an added advantage. Knowledge and skills: Knowledge of library and information science matters, library prescripts, legislation, procedures and processes, knowledge of online databases, understanding of information management and retrieval of information. Skilled in research and analytical skills, communication (written and verbal), computer literacy (MS Office), planning and organising, accuracy and attention to detail. Interpersonal skills; problems solving; report writing, ability to work under pressure and independently.
DUTIES	:	Monitor the collection, cataloguing and publications of library materials within the court, identify and select the relevant material to be procured at the court library in accordance with library policies and guidelines; assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals; apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of library material; monitor the usage of library information resources both hard copies and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders. Facilitate the submission of standing orders for the court, monitor the rendering of library and information services to judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep updated on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools, and online subscriptions, facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation of delivered judgments in both PDF and Word version to publishers and external stakeholders on request, ensure the circulation of finalised judgments of interest to other judges; provide reference assistance and library awareness within the court, provide reference assistance to judges, lawyers, court staff, and the public, provide support with legal research, citation verification and locating relevant legal precedents, conduct training sessions for legal professionals on effective legal research methods and the use of legal databases, keep legal professionals informed about recent developments in the law through newsletters, alerts, and other current awareness services, advocate for the importance of the library within the court system and promote awareness of its resources and services. Coordinate and monitor effective library administration, coordinate library services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for judges, judges' secretaries, registrars and law researchers, monitor quarterly budget allocations for the library; coordinate and monitor the procurement process with supply chain management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved library publications for donations. Supervision of staff.
ENQUIRIES	:	Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
APPLICATIONS	:	Applications can be sent via email to 2026/151/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 38/214	:	**JUNIOR SYSTEMS TESTER REF NO: 2026/152/OCJ**
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Information Technology/ Computer Science/ relevant equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. A valid driver's license will serve as added advantage. Knowledge and skills: Knowledge and understanding of Programming, Quality Management, Software/Hardware Testing and Project management. knowledge of Corporate Governance of ICT Policy Framework, Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) Methodologies and Testing Techniques, Quality Management and Programming and Batho Pele Principles. Skilled in problem solving, analytical skills, communication, computer literacy, interpersonal skills, technical skills, planning and organising, project management, presentation, report writing and time management skills
DUTIES	:	Collect the raw material: The total no. of defects (for a release/build/cycle), provide support in calculating the average no. of defects/Functional area, provide support in measuring percentage of an application's code or functionalities that are tested by automated tests, provide support in measuring the efficiency of automated testing efforts in identifying defects and provide support in measuring performance that reflects how long it takes to run a complete suite of automated tests. Update list of testable requirements, perform test requirements using test actions, provide support in coordinating development of test cases, ensure correspondence between system requirements and test cases, provide support in maintaining test cases and test scripts. Test documentation, facilitate post deployment, verify post deployment results, provide support in performance monitoring across development cycles and analyse delays by tracking trends in team productivity. Determine non-conformances and performance quality management processes of systems, verify if the systems meet the requirements and function correctly, verify if data trends improve processes of product innovation and reduce costs and verify if software results assist management to make strategic decision. Identify and report potential issues that affect end-users, provide support in the analysis of software defects, escalate software defects to appropriate team members, provide support in performing continuous software testing integrates and verify if the system is functional.
ENQUIRIES	:	Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/152/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 38/215	:	**JUNIOR FUNCTIONAL APPLICATION SUPPORT REF NO: 2026/153/OCJ**
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Information Technology/ Computer Science/ relevant equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and experience of systems maintenance and support, Software integration testing, system integration testing, user acceptance, Functional and non-functional specifications development, Testing and implementation of acceptance testing procedures, understanding of enterprise business systems, Software configuration/release principles, System implementation methodologies, customer relationship management, Business continuity, disaster recovery procedures and Knowledge of Batho Pele Principles. Skilled in Technical, problem solving, time management, communication, presentation, report Writing, project management, interpersonal skills, planning and organising skills.
DUTIES	:	Provide second line support by solving operation incidents, conduct system testing in various environments, analyse functional application issues and make recommendations for potential enhancements, draft a detailed test plan

before any enhancements are undertaken and provide feedback and progress on standing issues. Identify complex issues that require escalation to third line support, System/application performance and identify potential issues proactively, conduct system and user acceptance testing on various environments, contribute to the development and maintenance of technical and support documentation, provide support in the development of ICT technical and operational specifications for implementation. Conduct user access reviews. Provide user training and user access on applications, provide technical guidance to users on application features, functionality and basic troubleshooting steps, provide application updates and deployments for smooth transition and minimal disruption to users, administer and allocate roles and permissions and provide user training and user access on applications, contribute to the development and maintenance of technical and support documentation. Maintain accurate records in accordance with Departmental protocols. Monitor and follow up on the incident logged and liaise with end-users regarding incident logged, respond to user reported issues through various channels, provide support in implementing solutions based on documented procedures and knowledge base articles and configure audit roles and responsibilities when it is required.

ENQUIRIES : Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/153/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 38/216 : **JUNIOR DEVELOPER REF NO: 2026/154/OCJ (X2 POSTS)**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement

CENTRE : National Office Midrand

REQUIREMENTS : An applicant should be in possession of a National Diploma in IT/Software Development/equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years of experience in the relevant field. A valid driver's license will serve as an added advantage. Knowledge and skills: Solid knowledge in programming applications, experience (UX) and client-side technologies including XML, HTML5, CSS, PHP, JQuery and JSON and mobile frameworks, knowledge of programming language and technical terminology, knowledge in Microsoft SharePoint development, knowledge and experience in Azure and CRM Dynamics, Web and mobile technologies experience with User, knowledge and understanding of C/C++, Visual, Basic, C#. Java, XML, Angular and any BI reporting tool, read and understand existing complex coding languages and its intended functionality and testing frameworks for APIs. Skilled in Problem solving, project management, communication (written and oral), Financial Management, Strategic skills, analytical skills, report writing, presentation, planning and organising and computer literacy, (Word, PowerPoint & Excel,).

DUTIES : Design and develop technical specifications for single or multiple software, design, develop and customize software solutions in line with the software development life cycle management methodology, conduct code reviews, maintain IT software solutions once they are in production environment and back up files from back end to local directories for recovery. Develop test plan, test cases and communication plan, participate in the User Acceptance Testing process, prepare deployment guide for approval, report development progress, results and key metrics. Deliver quality solutions in line with the business case, evaluate code to ensure it meets industry standards, apply software development principles in all developed applications, provide quality assurance report to all the relevant stakeholders and initiate Change Management procedure to deploy the developed application to production. Create, maintain and review developer documentations, disseminate knowledge of existing functionality and new functional requirements. Edit, write, design application content and store all Development code in the appropriate library.

ENQUIRIES : Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/154/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 38/217	:	**SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2026/155/OCJ**
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Management Services/ Operations Management/Production Management/ equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in the Organisational Development field. A valid driver's license will serve as added advantage. Knowledge and skills: Good knowledge of organisational design, frameworks, practices, and processes in the Public service. Knowledge of Public Service Acts, Public Service Regulations, Operations Management Framework, OrgPlus, Organisational Design, process and work study techniques, Job Evaluation Processes and Batho Pele Principles. Skilled in Practical Knowledge of Computer, presentation, Report Writing and Project Management Skills.
DUTIES	:	Conduct work study investigations, analyse information gathered during work investigations, conduct functional analysis and develop post establishment structure, cost structure in line with MTEF, compile work study report with relevant recommendations, communicate the outcome of reports to relevant stakeholders, maintain and update the organisational structure database. Develop/ review job descriptions for all posts in the department, conduct job analysis, conduct research/ benchmark on the latest trends within the ambit of OD, align coordinated job descriptions with the scope of the organization, facilitate the signing-off of the job description and develop/update the job description database. Compile acknowledgement letters for JE request, gather and analyse the relevant documents, conduct the job evaluation interview and capture information on JE system, provide secretariat support services to the Job Evaluation panel committee, communicate JE results to the relevant stakeholders, update the Job Evaluation database and attend to Job Evaluation related enquiries. Conduct analysis on the need for change management, participate in the development and implementation of Change Management Strategies, co-ordinate the implementation of Change Management processes, facilitate group sessions and discussions in workshops, serve as the change champion and report on progress of change management initiatives. Implement approved posts request in line with legislations on PERSAL (inclusive creation of posts) and on the organizational structure, advise all stakeholders on posts enquiries; coordinate amendments of post details on the system according to the structure and the staff establishment in consultation with PERSAL Controller, provide reports and data for completion of HRBP Tool and COE budget as well as expenditure. Ensure a proper filling system for all the records, keep an updated submission excel database, update the database, update the project dashboard and render secretarial services to the meetings within the unit.
ENQUIRIES	:	Technical Related Enquiries: Mr E Motsuenyane Tel No: (010) 493 2529 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/155/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 38/218	:	**REGISTRY CLERK REF NO: 2026/156/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	An applicant should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A minimum of I-year registry experience as an added advantage. Knowledge and skills: Understanding of the National Archives Act and Regulations, understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and knowledge of Batho Pele Principles. Skilled in communication (written and verbal), interpersonal relations, computer literacy (MS Office), numeracy, time management, planning and organising and report writing skills.

DUTIES	:	Ensure that there is enough space for filing in the storeroom to avoid misfiling of documents, record receipt files, protection of records and ensure filling, Make sure that the storeroom is locked to limit access, replace torn out registers and keep closed registers safe in the archival storeroom. Open and close files according to record classification System, file/store, trace (manually) and retrieve documents and files and ensure that the information inside the personal file is filed accordingly. Label files neatly for easy retrieval, arrange and package files for archives and distribution, register all files requested by relevant clients. For example, clients such as Auditors and HR practitioners. Develop a database for employees who are transferred to other departments, record and screen all correspondence before forwarding, communicate with HR Practitioners from other departments about transferring of files, audit the files to make sure that all documents recorded are still in the file, register the files in the transfer register, register files with Facilities Unit for courier service and update the transfer register for future use.
ENQUIRIES	:	Technical Related Enquiries: Ms L Masia Tel No: (010) 493 2532 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/156/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 38/219	:	**HUMAN RESOURCE CLERK REF NO: 2026/157/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Supreme Court of Appeal, Bloemfontein
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Knowledge of the PERSAL system, understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment. Skilled in communication (verbal and written), administration, planning and organising, time management, basic numeracy, interpersonal and typing skills. Along with the following attributes: self-motivated, creative thinker, assertive, ambitious, flexible and ability to meet strict deadlines.
DUTIES	:	Administer recruitment, selection and appointment processes with the court, administer and capture leave applications, process appointment and service termination documents, capture appointments, service terminations and injury on duty matters, process the payment of resettlement and leave benefits, process pension documents, receive and quality assure PMDS documents and probation reports, capture performance related matters, update HR records management database, handle all incoming and outgoing correspondence, ensure a proper filing system, keep track of files and records, provide support with workshops and awareness sessions, provide logistical and secretariat support to meetings, compile minutes and other documents. Compile statistics relating to the unit.
ENQUIRIES	:	Technical related enquiries: Mr. T.D Khoase Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
APPLICATIONS	:	Applications can be sent via email to 2026/157/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 38/220	:	**REGISTRA'S CLERK REF NO: 2026/158/OCJ (X2 POSTS)**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Western Cape Division of The High Court: Cape Town
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, Knowledge of Filling system, Mail procedure manual, Promotion of access to information Act, National archives and Batho Pele Principles. Skilled in

		computer Literacy (Microsoft Office), communication, numeracy, interpersonal skills, problem solving and analysis, time management and administrative skills.
DUTIES	:	Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records. Retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files and keep record of requests received from litigants. Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management. Submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.
ENQUIRIES	:	Technical related enquiries: N Hanekom Tel No: (021) 480 2636 HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS	:	Applications can be sent via email to 2026/158/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE M

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

APPLICATIONS	:	**Head Office (Pretoria) Applications**: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau **Cape Town Regional Office Applications**: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town, For Attention: Ms. C Rossouw
CLOSING DATE	:	06 November 2026 at 16H00
NOTE	:	Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https:/www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https: www.thensg.gov.za/training –course /sms-pre-entry programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to

a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. IMPORTANT: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

OTHER POSTS

POST 38/221 : **IT TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 2026/369 (X2 POSTS)**
Job Purpose: To provide desktop and network support to the department's clients.

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Information Technology / Information System or equivalent qualification. A+ and N+ certificates. relevant years of working experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Professional, self-driven, independent individual with troubleshooting and problem-solving skills. Good understanding of MS Windows 10 -11, Microsoft 365 applications and end-user cloud services. Understanding of Unified Communications applications and support. A valid driver's licence.
DUTIES : Provide advanced desktop support and maintenance across Microsoft applications, business application access, and unified communications solutions. Detect, troubleshoot, and repair faults on LAN/WAN infrastructure, PCs, peripherals, network points, and software. Assist with the planning, design, and implementation of LAN/WAN infrastructure as well as desktop, laptop, and printing solutions. Provide and maintain printing services for transversal systems such as LOGIS, PERSAL, BAS, WCS, and PMIS. Manage and maintain a secure, stable, and virus-free network environment. Deliver end-user support for data backups and restoration. Monitor local area networks to ensure optimal performance. Liaise with suppliers and manufacturers to resolve end-user incidents. Install, configure, and support software and applications as required.
ENQUIRES : Ms L Skhosana Tel No: (012) 406 1286 /1395
APPLICATIONS : for the position of IT Technician: Information and Communication Technology must be emailed to: Recruitment26-82@dpw.gov.za

POST 38/222 : **ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT (SCM) REF NO: 2026/370 (X4 POSTS)**
(Re-advertisement-PSVC 16 of 2026, Ref No: 2026/214A, People who previously applied are encouraged to re-apply)

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Procurement/ Public Management/Public Administration/Logistics or related. Relevant years of working experience in Supply Chain within Acquisition Management. Valid Driver's Licence Knowledge of: Thorough knowledge and understanding of government procurement systems and relevant legislation; Supply chain management; Management of databases; PFMA; PPPFA; Supply Chain policies and procedures; Treasury Regulations and BBBEE Acts; Monitoring and evaluation theory and methodology; Monitoring and evaluation systems.

Skills: Good verbal and written communication skills; Basic numeracy; Advanced interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Statistical skills; Computer literacy; Problem solving skills; Presentation skills; Planning and organising skills; Ability to work independently and under pressure. Personal Attributes: Analytical thinking; Innovative; Creative; Resourceful; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Able to establish and maintain networks; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently. Must be prepared to adapt work schedule in accordance with office requirements.

DUTIES : Provide admin support in the research and needs analysis for the Department. Provide guidance to End-Users/Project Managers on testing the markets. Lead the process of alignment of budgets with department objectives and Annual Performance Plans. Consolidation of Procurement Plans and report monthly to Head Office. Assist in the consultation with relevant stakeholders to determine challenges, opportunities and risks. Identify the frequency of needs and analyse the identified needs in line with the supply chain strategy and collect data commodity analysis and checking for alternatives. Provide support in the determination and development of procurement proposals for implementation based on the results of the research. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. Check and analyse the submitted information, confirm availability of budget. Consolidate the information into procurement plan. Provide support in the process of drafting specifications, advice whether specifications should contain special conditions. Assist in identifying and implementation of preference points system, track all movements of specification and terms of reference submission. Provide an appropriate response to internal and external stakeholders. Provide secretariat support to the relevant Bid Committees. Responsible for demand, acquisition and contract management. Ensure full compliance to all acquisition, demand management and contract management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of demand, acquisition and contract processes. Compile and consolidate the demand management plan, acquisitions management and contract management reports. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Manage acquisition including BID administration. Assist in compilation of Terms of reference, Specifications and BID Documents. Provide secretariat support to the BID committees and provide the administrative duties during the tender/bid briefing sessions. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process-: Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts and Participation contracts. Manage the process of sourcing of quotations. Ensure proper document control and documentations. Implement and Oversee Risk and performance management strategies in the supply chain management unit. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy.

ENQUIRIES : Mr M. Sozombile Tel No: (021) 402 2250

APPLICATIONS : for the position of Administration Officer: Acquisition Management must be emailed to: RecruitCPT26-71@dpw.gov.za

ANNEXURE N

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

APPLICATIONS	:	Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying, i.e. "REF NO: ASD SWM&EI"
CLOSING DATE	:	09 November 2026 at 16h00. Applications received after the closing date will not be considered.
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. 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. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp.

OTHER POST

POST 38/223	:	**ASSISTANT DIRECTOR: SECTOR-WIDE MONITORING & EVALUATION (INTERNAL) REF NO ASD SWM&EI**
SALARY	:	R487 197 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate qualification (NQF level 7) in Demography / Applied Statistics/ Research/ B. Com in Quantitative Management or equivalent / related as recognised by SAQA. Postgraduate qualification in Monitoring & Evaluation would be an added advantage. 3 years' working experience in M&E/ Research/ Demography and Statistical analysis. Technical knowledge and proof of competencies in at least two of data analysis software for Quantitative such as SPSS, JMP, SAS STATA and for Qualitative analysis i.e Atlas.ti, MAXQDA, and or inVivo would be added advantage. Technical knowledge in Programme monitoring and reporting will also be considered an added advantage. Extensive training in MS Office Packages (Excel, PowerPoint, PowerBI and Word); proof of competencies will be an added advantage. A valid driver's licence is required (must be willing to travel for the purpose of data collection). Have competencies in: Communication (verbal and written), Research Report writing skills, Qualitative and quantitative research methods skills, Planning and Organising Skills, Presentation and facilitation skills, ICT governance and innovation skills, Monitoring and evaluation skills and Mathematical abilities.
DUTIES	:	Provide technical support in testing data against indicators and/or predetermined objectives and in the automation, integration, and sharing of data for multiple user purposes, i.e., planning, reporting, and/or triangulation. Provide evaluation and digital innovation support inclusive of but not limited to

pre-testing of the data collection instruments to ensure the data generated responds to the key evaluation questions and prepares reports, provide preliminary inputs into the review and development of M&E frameworks, guidelines, and others based on the development in the M&E domain, participate in the data collection process at the level of monitoring and evaluation etc. Undertake routine monitoring (real-time) of data generated at the level of intervention outputs and outcomes for preparation of independent performance reporting to promote public accountability and provide technical advice on the applicability and responsiveness of quantitative and qualitative data instruments proposed for monitoring and evaluation assignments. Supervise employees, manage performance, conduct and discipline, provide on-the-job job training, and facilitate training and development of supervisees 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

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan.

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 06 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/224 : **CLEANER REF NO: NOCC 01/2026 (X2 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : Component: National Operational Command Centre

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/

		NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Perform routine cleaning services. Render store, stock and equipment support, inclusive of loading and offloading equipment from vehicles. Render gardening services. Execute and maintain housekeeping duties in and around assigned premises. Prepare and serve refreshments. Organize and keep the kitchen hygienically clean. Contribute to the purchasing of stock. Transport members/personnel/safely to desired location. Collect and deliver vehicle/ equipment/documents between venues/offices.
ENQUIRIES	:	Mrs. M Clark Tel No: (012) 493 5659
APPLICATIONS	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No 1 Rebecca Street, Pretoria West email to ClarkeM@saps.gov.za
POST 38/225	:	**GARDEN WORKER REF NO: NOCC 02/2026 (X1 POST)**
SALARY	:	R144 024.per annum (Level 02)
CENTRE	:	Component: National Operational Command Centre
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Cultivate garden areas. Prepare soil for the planting of plants Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mowes and cut edges. Load and unload various articles and equipment needed on the ground. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or dumps or burn refuge. Maintain cleanliness and neatness of unit areas.
ENQUIRIES	:	Mrs. M Clark Tel No: (012) 493 5659
APPLICATIONS	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No 1 Rebecca Street, Pretoria West email to ClarkeM@saps.gov.za

ANNEXURE P

DEPARTMENT OF TOURISM

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

APPLICATIONS	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
CLOSING DATE	:	06 November 2026 by 16:30 (Late applications will not be considered)
NOTE	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

POST 38/226	:	**DEPUTY DIRECTOR: STATISTICAL ANALYSIS REF NO: DT58/2026**
SALARY	:	R1 101 468 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
CENTRE	:	Pretoria
REQUIREMENTS	:	A recognised NQF 7 qualification in Statistics/Data Science/Data Analytics or related fields. Five (5) years' experience in statistical analysis or research field, of which three (3) years must be at supervisory level. Ms Office (Excel,

PowerPoint, Access). UN Tourism Framework on Tourism Statistics. UN Tourism Satellite Account Framework. National Tourism Sector Strategy. Measuring Sustainable Tourism Framework (UN Tourism). National Tourism Statistics Plan; Tourism Growth Partnership Plan; Tourism Concepts and Definitions, Quantitative and qualitative data analysis tools; Sound knowledge of data management, data analysis and statistical skills; Good understanding of the tourism sector; Knowledge of policies, strategies, plans and frameworks on tourism statistics both nationally and globally; People Management. Programme and Project Management. Good writing skills, project management and co-ordination skills. Stakeholder Management. Quantitative and qualitative research skill. Data Management. Data analysis. Financial Management. Performance management. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for conducting and manage the analysis of tourism statistics and information to provide knowledge of trends and patterns on the performance of the tourism industries/sector; conduct analysis of tourism data ,trends and patterns of all tourism related industries; developing monthly, quarterly and annual tourism performance reports; Supporting and provide tourism statistics to internal and external stakeholders; Identifying new sources of tourism statistics; Identifying new indicators to monitor the performance of the tourism sector in line with international standards; Developing and maintain a centralised statistics repository to facilitate access to tourism statistics;; Ensuring regular updating of the tourism statistics repository; managing tourism statistics data licenses; support the development of plans and strategies to ensure the availability of reliable and accurate tourism statistics; Identifying programmes and projects to be implemented to ensure the availability of accurate and reliable tourism statistics; Monitoring the implementation of strategies and plans developed to ensure the availability of accurate and reliable tourism statistics; Coordinating the dissemination of tourism statistics and information; Identifying relevant platforms to disseminate tourism statistics and information; Maintaining regular engagement with key stakeholders on tourism statistics; as well as Stakeholder management and consultation on tourism statistics and information.

ENQUIRIES : Ms L Machitje Tel No: (012) 444 6317
APPLICATION : Recruitment5826@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 38/227 : **ASSISTANT DIRECTOR: DEPARTMENTAL PERFORMANCE MONITORING AND REPORTING REF NO: DT59/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Social Sciences/ Management/ Business Administration/ Public Administration or equivalent qualification. 3-4 years' experience in strategic planning, performance monitoring and reporting of which 2 years must be at a senior practitioner level or equivalent. Knowledge of organisational performance management system. Knowledge of eQPRS. Attention to details. Deadline-driven. Ability to work under pressure. Ability to gather and analyse information. Ability to develop and apply policies. Government Planning (Legislation and Cycle). Government Reporting (Legislation and Cycle). Legislative and Regulatory Framework: Public Finance Management Act, 1999 as Amended (PFMA). Treasury Regulations of 2005 as amended. Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010. National Treasury Framework for Managing Programmes Performance Information. 2007. Guidelines for the preparation of the Annual Report. Performance Information Handbook; Policy Framework for the government-Wide Monitoring and Evaluation System. Guidelines on the Preparation of Quarterly Performance Reports. All applicable directives from relevant authorities. Monitoring and Reporting procedures. Information Security Policies. Administrative procedures. Knowledge of analysing, interpreting, monitoring, evaluation and reporting performance information. Knowledge of policy development, analysis and implementation. Good communication skills (verbal and written). Organisational, Planning and Co-ordination skills. Ability to work individually and in a team. Facilitation and presentation skills. Good interpersonal relations skills. Analytical and Research skills. Financial Management. Project Management. Personnel Management.

Computer literacy. Problem-solving skills. Creative thinking. Innovation. Sense of responsibility. Initiative. Conflict resolution.

DUTIES : The successful candidate will be responsible for coordinating the submission of organisational performance reports in line with the PFMA and Treasury Regulations; Coordinating communication with all branches with regards to their reporting requirement; Compiling of the departmental quarterly performance reports to National Treasury and the DPME through eQPRS; Compiling of ad hoc reports that the Department might be requested to submit to The Presidency, Public Service Commission (PSC), National Treasury, Parliament etc; Coordinating of the alignment of organisational performance management practices in the Department with organisational performance practices in the public service; Coordinating Organisational Performance Management Monitoring and Reporting; Coordinating communication with all branches regarding performance monitoring and compliance with legislative requirements; Coordinating the collection of quarterly performance progress reports on the implementation of the departmental strategic plan from branches; Coordinating the analysis of quarterly performance reports received from branches for accuracy, completeness, validity of reported performance information and level of performance against pre-set performance indicators and targets; Coordinating and compilation of the annual performance report; Coordinating the compilation of the Director-General's Annual performance Report to Presidency; Performing other related duties as may be assigned by the Deputy Director: Monitoring and Reporting; Coordinating the compilation of the in-year and end year (quarterly and annual) performance information reports; Preparing the performance information for presentation to the Executive Authority, Accounting Officer, Portfolio Committee, Audit Committee, Branch Managers, and SMS; Coordinating management of an effective and efficient organisational performance management system; Developing of an Organisational performance Management System for the Department; Continuous review of the Organizational performance Management Framework for the Department, which includes policies, procedures and guidelines; Coordinating the maintenance of an electronic database and hard copy files for all materials and information collected and/or produced (Knowledge Management System/EDMS); Continuous development and maintenance of an organisational performance management system for the Department of Tourism; Embedding a culture of accountability in terms of reporting against set targets; Developing and maintenance of adequate control measures for effectiveness and efficiency of the business performance management function; Developing and revise of organisational performance management instruments (e.g. templates); Providing all users with access to organisational performance system; Coordinating the development and maintenance of a reliable database of all stakeholders; Maintaining and update of the organisational performance management check list and reporting schedule covering all reporting requirements; Coordinating and management of organisational performance management audits; Providing inputs for the continuous improvement of the performance management guidelines for consolidation; Developing a monitoring and reporting schedule; Developing a reporting template for the branches' quarterly reports; Uploading final departmental reports and relevant documents on EDMS

ENQUIRIES : Ms Mantsho Moloantoa Tel No: (012) 444 6737

APPLICATION : Recruitment5926@tourism.gov.za

NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

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 : 10 November 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

closing date listed and closing time of 12h00 (MIDDAY) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (MIDDAY) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

MANAGEMENT ECHELON

POST 38/228 : **DIRECTOR: FINANCIAL PERFORMANCE (2,3A,B,C) REF NO: S111/2026**
Division: Asset And Liability Management (ALM)
Purpose: To exercise financial performance oversight to all Entities reporting to the Minister of Finance through monitoring and evaluation of their financial performance in compliance with prescribed legislation.

SALARY : R1 317 384 per annum, (including benefits)
CENTRE : Pretoria
REQUIREMENTS : A minimum Grade 12, coupled with a Bachelor's Degree (equivalent to NQF level 7) is required in Accounting or Finance. CFA/CA will be an added advantage. A minimum 5 years' experience at a middle or senior managerial level obtained in a financial environment, or public sector environment. Knowledge of the broader financial management framework. Knowledge and experience of analysing financial reports, business and strategic plans. Knowledge of the PFMA, Treasury Regulations and the Public Entities policy framework. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.
DUTIES : Review and implement any legislative and other Treasury's Reporting requirements in terms of the Public Finance Management Act and Treasury Regulations: Participate in key legislative and policy reforms related to these entities and contribute through formal written input and other stakeholder engagement. Participate in key discussions related to Instruction Notes and updates and where possible, identify challenges with existing Instruction Notes and entity compliance by making submissions to the relevant authority such as the Office of the Accountant General. Stay abreast of any policy and treasury reporting requirements and be a key interface with entities to ensure compliance. Direct the formulation and implementation of governance, monitoring and reporting frameworks. Financial Analysis and Reporting: Evaluate Strategic Plans, Corporate Plans, Shareholders Agreements, Annual Performance plans for Public Entities reporting to the Minister of Finance. Analyse Public Entities expenditure trends and monitor financial management and performance in Public Entities as prescribed by the PFMA and Treasury Regulations. Provide financial inputs in relation to PFMA applications and other functions within the Chief Directorate. Evaluate annual reports of Public Entities reporting to the Minister and Monitor the performance as well as alignment with set objectives and programmes. Direct the formulation and implementation of governance, monitoring and reporting frameworks. Budget Analysis, review of annual budget allocations: Review and assess Public Entities Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) budget allocations. Draft chapters and provide inputs relevant to the ENE. Review, research, analysis of fiscal implications and engage through submissions on public entities in alignment with legislation, regulation, policy proposals, and service delivery trends. Prepare submissions and engage the Chief Financial Officer on retention and roll-overs of surplus funds. Lead the development and implementation of financial performance oversight strategies for public entities reporting to the Minister of Finance. Stakeholder relations: Engage SOC's and liaise on the provision of information, inputs and recommendations. Provide advice to the Director-General and Minister on Cabinet Memoranda, Ministerial correspondence pertaining to Public Entities. Contribute to NT publications, MTBPS, Budget Review, and ENE.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

OTHER POSTS

POST 38/229 : **DEPUTY DIRECTOR: INTERNATIONAL & PROPERTY TAX DESIGN REF NO: S116/2026**
Division: Tax And Financial Sector Policy (TFSP)
Purpose: To initiate and contribute to the optimal design of international (cross-border) and financial sector tax legislation and provide necessary support in respect of tax treaty engagements in the international and regional coordination of tax issues, while working closely with the International & Property Tax Analysis team.

SALARY : R1 101 468 per annum, (Including benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a Bachelor's degree (equivalent to NQF level 7) in Law or Accounting or International Tax. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in International Tax and Business Tax Law practices. Knowledge and experience in international tax treaties. Knowledge and experience in negotiations of treaties and the drafting of agreements. Experience in editing of drafter notes and compilation of legal documents.

DUTIES : International Tax Amendments (Cross-Border): Assist and provide input into the development of design policy options for cross- border legislation – including transfer pricing and CFC rules, for example. Research information pertaining to the improvement and refinement of taxation in respect of cross-border activities. Provide inputs to draft documents and discussion papers supporting cross-border tax issues for public or internal release. Gather supporting information on stakeholders' needs pertaining to policy development on issues impacting international tax legislative amendments. Base Erosion and Profit Shifting (BEPS): Initiate research, investigate, review, analyses on the adoption of the BEPS Action Plan. Assist with South Africa with ensuring that the related anti-avoidance legislation remains fit for purpose. Assist with South African peer review mechanism as required in terms of the BEPS Action Plan. Assist with South Africa inputs in respect of future developments on the Two-Pillar approach and South Africa's implementation thereof. Financial sector taxation and Exchange Controls: Review and contribute to any refinements / policy design changes required in respect of tax legislation pertaining to banks, insurers, security transfer tax, etc. Assemble exchange control information for refinement. Perform research on relevant information for decisions with stakeholders. International and Regional Coordination: Assist with inputs to the SADC coordination process. Assist with inputs to the OECD coordination process. Assist with inputs re G20, G24, ATAF coordination processes. Assist with inputs on the Official Development Assistance Agreements coordination process with donors. Assist with inputs to the UN Framework Convention on International Tax Cooperation and its envisaged protocols. International Tax Treaties: Provide a platform for engagement on support pertaining to tax treaty negotiations. Research and provide background information of potential stakeholders. Assist with the scrutiny on tax treaty networks, country trade and investment flows. Provide input to the signature process on tax treaties and assist with control measures.

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

POST 38/230 : **ASSISTANT DIRECTOR: AFRICA CONTINENTAL REF NO: S117/2026**
Division: Economic Policy and International Cooperation (Epic)
Purpose: To coordinate the advancement of South Africa's interests by fostering economic and financial integration, and institutional governance within the AU and development cooperation with UNECA.

SALARY : R605 742 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a degree (equivalent to NQF level 7) in Economics and Econometrics, Political Science or Development Studies. 3 years' experience within a development institution or policy or financial environment. Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda. Proven knowledge and experience of benchmarking and research with recognized international institutions. Knowledge and experience on a diplomatic level will serve as an added advantage.

DUTIES : Some key Outputs include: Process Policy Analysis & Advocacy: Regional Integration & Governance: Provide inputs in the formulation of National Treasury's position on regional economic and financial integration agenda in the African Union Specialised Technical Committee (STC) of Finance, Planning and Monetary Economic Integration. Provide inputs in the formulation of National Treasury's position for strategic participation and advancement of priority regional economic and developmental issues at the Conference of African Ministers of Finance, Planning, and Economic Development of UNECA. Engage in the tabling of the AU budget and advancement of innovative financing proposal for the AU Peace Fund, as part of the Experts of the Committee of Fifteen Ministers of Finance (F15), and in line with AU Financial Rules and Regulations (FRR), and rationalisation of overlapping activities within the AU. Advance South Africa's policy position on the development of the AU New Scale of Assessment at the Joint Sitting on the Scale of Assessment and Contributions at Ambassadorial Level and Experts of the Committee of Fifteen Ministers, the Ministerial Committee on the Scale of Assessment and Contributions of the Committee of F15 Ministers, etc. Monitoring and analyses of implementation of AU Executive Council and Assembly decisions on budget and financial management oversight at the Joint Sitting of the Sub-Committee on General Supervision and Coordination on Administrative, Budgetary, and Financial Matters (GSCBFAM), and Experts of the Committee of Fifteen Ministers of Finance (F15) etc. Research, Database Compilation & Analysis: Undertake periodic research, analysis for updates highlighting global, regional, geopolitical developments, domestic economic trends including policy and regulatory issues that could enhance or inhibit SA's regional economic integration objectives, on the Financial Integration paper. Undertake periodic research, analysis and update/reviews (highlighting global, regional, geopolitical developments, domestic economic trends including policy and regulatory issues that could enhance or inhibit SA's regional economic integration objectives, on the Financial Governance paper. Bilateral Cooperation: Development and review of a comprehensive MOU template for enhancing bilateral finance and monetary cooperation with strategic countries at SACU, SADC and continental levels. Bi-annual review and update of the AEI Engagement Strategy document for enhancing bilateral relations with Tier-1 countries, F15 & priority regional partners. Represent National Treasury in State Visits, Bi-National Commissions (BNC), Cooperation Commissions (JCC) Midterm Reviews (MTR) and other relevant DIRCO-led bilateral engagements. Coordinate engagements for strengthening SA's relations with the F15 and likeminded countries for coordinating a common-position framework on key issues regarding the AU regional integration agenda to be advanced at AU STC meetings. Coordination of capacity building and policy cooperation programmes with strategic AU Member States' and F15 Ministries of Finance. Coordination & Administration: Liaise with the office of the Minister and Deputy Minister and DDG – EPIC on participation in upcoming meetings of the UNECA Ministers Of Finance, Planning and Monetary Integration, the STC on Finance, Planning and Monetary Integration, F15 Committee, the AU Assembly, Executive Council and for all relevant events/ statutory or Ad Hoc meetings. Drafting of National Treasury inputs into the African Renaissance Fund (ARF) concurrence request memos and response letters for the Minister to the Department of International Relations Minister. Coordinate the payment of funds due to CABRI and IDEP. Representation of National Treasury's participation at Cluster meetings, statutory and Ad Hoc meetings, Interdepartmental Meetings (IDM) in preparation for State Visits, Bi-National Commissions (BNC) Joint Cooperation Commission (JCC), Mid-Term Review (MTR) and other relevant DIRCO-led bilateral engagements of the 2026-2027 FY. Liaise and consult with EPIC, DIRCO, the DTIC, economic cluster departments, SOEs, DFIs, SA embassies abroad & other key stakeholders for coordination of NT's position on crosscutting workstreams/issues. Provide input into the procurement plan within the set deadline. Ensure that documents (memos, briefing notes, BTORs, speaking notes, presentation, etc) in relation to statutory meetings, bilateral, Cabinet and research are filed after conclusion of meetings. Provide regular & consistent inputs to, amongst others, IRSC, CDOPs, risk register, procurement plan & quarterly reports for the Directorate's work. Compilation and submission of back-to-office reports (BTORs).

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

ANNEXURE R

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

APPLICATIONS	:	Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15MB). General enquiries may be brought to the attention of Mr Amukelani Misunwa 012 359 0240/ Mr Joseph Mahlangu 012 359 0238
CLOSING DATE	:	06 November 2026 at 16:00
NOTES	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond “Yes “or “No “to the question whether you are conducting business with the state. If “Yes”, details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate “not applicable” or leave a blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?” Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants ‘personal information and only collect, use and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote

representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration.

OTHER POSTS

POST 38/231 : **RESEARCHER REF NO: DWYPD/018/2026**
Re-advertisement, (All those who applied are encouraged to re-apply)

SALARY : R413 001 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : Matric Certificate and National Diploma/Degree in Social Sciences, Development Sciences, Public Administration/Management or a relevant NQF 6 qualification. A minimum of 3 years practical experience in the research field. Knowledge: Legislation, governance framework and prescripts applicable to research and policy; Policy research and analysis; Policy research and analysis; PMFA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies, data collection, synthesis and analyses; Knowledge management and Data Literacy. Skills, Primary: Diversity awareness, Analytical and report writing skills, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ethical behaviour; Honestly and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.
DUTIES : Contribute to the implementation of the research agenda related to women youth and persons with disabilities' socio-economic empowerment and gender equality; Collect and analyse research data; Analyse qualitative and quantitative data using appropriate tools and techniques; Participate in the compilation of research executive summaries, reports and presentation; Conduct literature reviews; Prepare and update research data; Provide relevant research papers and/or reports; Provide research assistance and support to the Directorate. Provide inputs and support in the review and analysis of policies/bills/legislation/research/reports: Conduct analysis of identified policies/bills/legislation/research reports, provide inputs and where necessary, identify areas of possible review; Participate in forums or meetings for policy dialogues and discussions; Ensure research complies with ethical standards and relevant regulations; Collaborate with team members, stakeholders, and external partners. Render Information Knowledge Management support: Provide assistance with data capturing activities; Maintain the Research, Legislation and Policy Register records for the department; Assist with the identification and maintenance of relevant stakeholders and audience for dissemination of research findings; Support the implementation and operationalization of the Departmental Knowledge Management Strategy, as well as relevant DPSA knowledge management directives, policies, and circulars, to promote effective knowledge-sharing, retention, and management practices across the department; Facilitate and coordinate the participation of subject matter experts in contributing, reviewing, and maintaining knowledge products within the departmental knowledge hub, ensuring that information is accurate, relevant, and aligned with organizational knowledge-management standards. Render Administrative and Secretarial support to the Directorate: Assist with setting up of interviews; Provide assistance with copywriting and editing of documents; Maintain administrative records; Assist with drafting of submissions; Prepare/write/type/documents, presentations, memorandums, letters and reports on behalf of the Directorate; Arrange meetings, take minutes and compile reports; Maintain internal and external stakeholder relationships.
ENQUIRIES : Ms Ntando Buthelezi at 066 077 7002
APPLICATIONS : Recruitment01@dwypd.gov.za

NOTE	:	Preference will be given to African Male/ Female, Coloured, Female/Male, White female/Male, Youth as well as persons with disabilities as these groups are underrepresented in this post.
POST 38/232	:	**SENIOR YOUTH DEVELOPMENT OFFICER REF NO: DWYPD/019/2026** Re-advertisement (All those who applied are encouraged to re-apply)
SALARY	:	R413 001 per annum (Level 08), plus benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	Matric Certificate and National Diploma/Degree (NQF6/7) in Youth Development, or Social Sciences, or a relevant NQF 6/7 qualification. A valid driver's licence is required; however, this requirement is not applicable to persons with disabilities. Applicants must have a minimum of three (3) years' practical experience in youth development programme/field. Knowledge: Legislation, governance framework and prescripts applicable to the Youth Sector; Risk management; NYP2030, NYDA Act, PFMA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies and analyses; Knowledge management and Data Literacy. Skills: Primary; Diversity awareness; Effective report writing, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team Leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact Influence; Diversity management. Personal Attributes: Ethical behaviour; Honesty and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/aversion to plagiarism.
DUTIES	:	Organise, mobilise and engage youth stakeholders: Drafting proposals, concept documents and submissions on youth stakeholder engagements; Compile reports on national and international engagements conducted; Compile reports and outcomes of stakeholder meetings; Oversee convening of stakeholder meetings and ensure that invitations, agenda, and minutes are compiled, signed and approved; Monitor meeting decision and compile status reports; Organise the National Youth Machinery meetings and compile a report; Participate in and support the Provincial and Local Youth Forums; Consolidate National Youth Month Programmes of Activities of stakeholders; Participate in the Youth Month National Task Team. Manage youth development stakeholder database: Update stakeholder database after every stakeholder engagement; Share the database with the stakeholders where necessary. Support youth engagement policies and strategies: Make input into the drafting of National Youth Machinery Framework and consolidate inputs; Make input into the drafting of youth work professionalisation policy; Participate in the consultation process of youth work professionalisation policy consolidate inputs; Distribute the youth work professional policy to stakeholders; Ensure finalisation of the constitution for the association for professionalisation of youth workers; Ensure registration of the youth workers' Association. Support political principals on national and international engagements: Coordinate the National Youth Engagements; Coordinate International Stakeholder Engagement (BRICKS, Commonwealth, SADCA, UN, EU and IBSA); Attend meetings on national and international engagements and provide reports to the unit; Provide inputs notes for political principals; Develop submissions and briefing notes for the political principals for national and international engagements. Provide support and manage youth projects to advance youth development: Manage the professionalization of youth work project; Support the young women's projects; Support on the ethical leadership and student representative council project; Facilitate social ills interventions to address the vulnerability of young people; Facilitate capacity building interventions for youth focal points.
ENQUIRIES	:	Mr OJ Fourie at 079 507 0127
APPLICATIONS	:	Recruitment03@dwypd.gov.za
NOTE	:	Preference will be given to African females, Coloured, (Males/Female,) Indians, (Male/Female), White (Male/Female), Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.

POST 38/233	:	**INFORMATION TECHNOLOGY TECHNICIAN REF NO: DWYPD/020/2026** Re-advertisement (All those who applied are encouraged to re-apply)
SALARY	:	R338 106 per annum (Level 07), plus benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	Matric Certificate and National Diploma/Diploma (NQF6) in Information Technology or a relevant NQF 6 qualification. ITIL Foundations Certificate, certified ITIL, MCSE, A+, N+ will be an added advantage. A valid driver's licence is required; however, this requirement is not applicable to persons with disabilities. A minimum of 2 years' experience in an information technology environment. Knowledge: Working knowledge of the policy and regulatory environment of information technology and security; Android and iPads mobile devices; LAN/WAN support; In-depth knowledge of performing hardware and software support for Windows. Skills: Interpersonal relations skills; Good communication Skills; Problem solving and analytical Skills; Advanced Computer Literacy; IT Technical support skills. Personal Attributes: Ethical behaviour; Honestly and Integrity; Conscientious and proactiveness; Ability to work under pressure; Ability to work independently; Ability to maintain confidentiality of information.
DUTIES	:	Provide network connectivity to all computer users: Ensure accessible of WAN dependent functions; Ensure accessible of LAN dependent functions; Report on WAN functionality and connectivity changes and performance status; Report on LAN functionality and connectivity changes and performance status. Maintain Sever Room Infrastructure: Report faults of the server room within an hour to the supervisor; Ensure cleanness of the server room; Manage access to the server rooms; Update and Maintain server room access register. Maintain security and privacy of networks and computer systems: Install and upgrade anti-virus software to ensure security at the user level; Ensure the installation of the correct Operating Systems Version and Patches; Monitor Anti-Virus & Patches updates and escalate where updates are not received; Monitor & ensure connectivity of the GUP Server and escalate where it is not online. Install, configure and troubleshoot computer systems: Perform troubleshooting to diagnose and resolve computer problems; Repair or replace damaged hardware; Install and configure hardware and software components to ensure usability; Upgrade the entire system to enable compatible software on all computers; Performing tests and evaluations on new software and hardware. Provide IT service desk support services: Respond incoming calls, emails and walk in; Log calls for the queries/incidents received; Provide the client with the IT Reference number for tracking issues; Provide support to users and be the first point of contact for error reporting; Transfer or escalate unresolved incidents to the relevant units/service provider; Make certain that all queries are attended to timeously in alignment with a faster turnaround time for service delivery; Monitor the progress of the record life cycle; keep users informed of the progress of their queries. Manage, implement and maintain IT security controls to protect the department's data integrity and ensure continuity of service: Perform and monitor daily, weekly, and monthly backups of departmental systems, servers, databases, and Microsoft 365 services; Verify backup completion reports and promptly resolve backup failures; Conduct quarterly backup restore tests to validate data recoverability and integrity; Perform quarterly Disaster Recovery (DR) tests and document results; Maintain offsite and cloud-based backup repositories to ensure business continuity; Monitor Veeam Backup and Replication operations and ensure successful backup execution.
ENQUIRIES	:	Mr Mpolokeng Masiya at 079 8924 694
APPLICATIONS	:	Recruitment04@dwypd.gov.za
NOTE	:	Preference will be given to African Male/ Female, Coloured Male/ Female, Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.

ANNEXURE S

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za

FOR ATTENTION : Ms L Mphahlele

CLOSING DATE : 06 November 2026 (16:30 walk ins and 00:00 on email)

NOTE : Applications must include only TWO (2) documents (a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae). ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a Driver' s licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant' s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POSTS

POST 38/234 : **DEPUTY DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES REF NO: PROT/PRES/2026**
Chief Directorate: Protocol and Ceremonial Services
Re-advert. All applicants who previously applied for this post are encouraged to re-apply.

SALARY : R932 292 per annum (Level 11)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/Advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' middle management experience in Protocol and Ceremonial Services. Must possess a valid driver's licence. Candidate must have the following competencies: Be professional,

highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have projects management skills. Have good report writing skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters, have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Willingness to travel local and internal. Good understanding of Public Service Regulation Framework.

DUTIES : Providing hands-on logistical experience in offering Protocol and Ceremonial services to the President and the Deputy President. Providing of protocol and ceremonial support in accordance with national and international policies and procedures. The implementation of and adherence to protocol policies and procedures. Conducting of research on protocol in respect of other countries as requested/required. Advising and support of 'clients". Ensure compliance, maintenance and management of protocol on all events. Consult with stakeholders. Oversee overall logistical arrangements for all events attended by the President or Deputy President. Establish and ensure that sitting arrangements is in hierarchical order. Assist with development of programmes and develop order of proceedings. Liaise with the Presidential Protection Service Planning unit in coordination of events. Coordinate, review and consolidate directorate's inputs for the medium term expenditure framework (MTEF) and estimates of national expenditure (ENE).

ENQUIRIES : Mr. P Seopa Tel No: (012) 308 1779

NOTE : Email applications must on the subject line state ONLY the Reference number: PROT/PRES/2026 (with no spaces).

POST 38/235 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: BM/PRES/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Financial Management/Accounting OR an equivalent qualification on NQF level 6. A minimum of 3-5 years' experience in a Finance environment. Knowledge of Microsoft Office, especially Advanced Excel, graphs, and Pivot Tables Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL. Candidate must have the following competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership techniques. Monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical thinking, Report writing, and Presentation. An understanding of Financial Statements will be an advantage

DUTIES : The successful candidate will be responsible for the following duties: Co-ordinate and consolidate inputs for compilation of Medium Term Expenditure Framework (MTEF). Co-ordinate and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Compile adjustment Estimates of National Expenditure (AENE) (reprioritisation, additional funds requests, movement of funds) for the branches. Allocate funds to the various responsibilities within the branches. Co-ordinate inputs for the In-Year Monitoring Report to the branches. Compile expenditure forecasts for the branches. Compile management reports on a monthly basis. Give advice to budget managers on issues relating to the budget. Costing of the establishment. Assist with the preparation and review of the Financial Statements.

ENQUIRIES : Ms Beverly Nkwana Tel No: (012) 300 5911

NOTE : NB: Email applications must on the subject line state only the Reference number: BM/PRES/2026 (with no spaces)

POST 38/236	:	**INFORMATION AND COMMUNICATION TECHNOLOGY DEVELOPER REF NO: ICT/PRES/2026**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Information Technology OR an equivalent qualification on NQF level 6. A minimum of 3 to 5 years' relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Candidate must have the following competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery, creativity, and innovation. Able to learn new technologies quickly. Attention to detail, accuracy, Analytical skills, critical thinking, and problem-solving skills. Ability to work independently, under pressure, and in a team. Good time-management skills, Systems Analysis, and documentation. Able to communicate difficult procedures to users. Knowledge Management and Financial management. Relational Database concepts and experience in SQL Server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills: .NET Framework, C#. Project management. People management and empowerment; change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership techniques. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies.
DUTIES	:	The successful candidate will be responsible for the following duties: Analysis, design, and development of business applications based on user requirements. Develop Business Intelligence dashboards and reports for various systems. Accelerate ICT modernisation projects, in particular automation and digitalisation of the business process. Develop in-house applications by routing information and correspondence through user-defined rules and actions. Evaluate, research, and apply new technologies to enhance applications and systems within The Presidency and make recommendations to management. The development and maintenance of IT systems in support of strategic, operational, and service delivery objectives. Support and maintenance of Information Communication Technology (ICT) Infrastructure. Implement, monitor, and upgrade multi-platform Information Technology software systems. Project Management and Monitoring Service. Identify areas for modification in current systems or applications and develop and implement those modifications. Draft Standard Operating Procedures (SOP)and document all work for future reference. Training users. Develop and test application source code. Discuss users' requirements and propose solutions. Integrate Software or application modules with third-party applications. Perform systems integration tests of the systems and applications. Work with other IT team to set specifications for new applications. Monitor the quality and performance of applications through testing and maintenance. Assist with software or application support and troubleshooting through interaction with the users.
ENQUIRIES	:	Mr Tsepo Ramosebi Tel No: (012) 300-5548
NOTE	:	NB: Email applications must on the subject line state only the Reference number: ICT/PRES/2026 (with no spaces)
POST 38/237	:	**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: FINACC/PRES/2026**
SALARY	:	R932 292 per annum (Level 11)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma OR an equivalent qualification on NQF level 6. A minimum of three (3) years' relevant experience in Financial Accounting at a supervisory/managerial level. Good understanding of Tax administration and Debtors Management. Knowledge of Microsoft Office, especially Advanced Excel. Knowledge of BAS and PERSAL. Candidate must have the following competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management.

Financial Management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership techniques. Analytical thinking, Report writing, and Presentation. An understanding of Financial Statements will be an advantage.

DUTIE : Manage the Subsistence and Travel, Tax Administration, and Debtors Management sub-directorate. Develop and maintain policies and processes. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Expenditure Management – Ensure that payment for compensation of employees, Subsistence and Travel claims and advances, goods and services, transfers, and subsidies complies with applicable regulations. Accounting – Provide financial administration and accounting services and inputs for the compilation of the Interim and Annual Financial Statements. Tax - Provide advice and guidance to all stakeholders on all tax matters and ensure that the Department complies with all tax prescripts and reporting requirements. Debtors Management – Perform secretarial duties of the Loss Control Committee and ensure compliance with Debtors Management regulations and reporting requirements. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Sub-Directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of workflow. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the Sub-Directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Mr Khathu Mashapha Tel No: (012) 300 5998

NOTE : NB: Email applications must on the subject line state Only the Reference number: FINACC/PRES/2026 (with no spaces)

POST 38/238 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (AUXILARY SERVICES) REF NO: AUX/PRES/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Records, Registry, Archives Management OR an equivalent qualification on NQF level 6. Minimum of three (3) to five (5) years related experience. Knowledge of the National Archives and Records Service of South Africa Act (NARSSA), 1996, and relevant public service prescripts. Knowledge of the Integrated Document and Records Management System (IDMS), electronic correspondence management and records retrieval processes. Process competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Planning and Execution.

DUTIES : Records Governance: Implement policies, maintain file plans and ensure NARSSA compliance. Records Management: Manage paper-based and electronic records, including the integrated document management system (IDMS) and correspondence. Registry Services: Oversee Registry and Mini-Registry operations, mail and correspondence control and service standards. Records Preservation: Manage records retention, secure storage, authorised disposal and archival transfers. Training and Support: Manage and train staff, develop SOPs, Review Policies and provide records management guidance. Systems and Improvement: Monitor electronic systems, support digitisation, address backlogs and report on performance. Telephone and Switchboard Services: Manage and Monitor telephones, switchboard service delivery, resolve operational issues and liaise with ICT and service providers.

ENQUIRIES : Mr Charles Ford Tel No: (021) 464-2216

NOTE : NB: Email applications must on the subject line state only the Reference number: AUX/PRES/2026 (with no spaces)

POST 38/239 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: ASDIC/PRES/2026**
Sub-Directorate: Internal Control

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Financial Accounting/ Auditing/ Risk Management OR an equivalent qualification on NQF level 6. A minimum of 3 to 5 years' relevant experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment. Change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.
DUTIES : Implementing effective and efficient internal control systems in the office of the CFO. Monitoring the effectiveness and efficient of document control, (Receiving, Validation and Filling of Batches). Follow up on request for information and communications of findings issued by the Auditor General and quality check the responses from the units. Ensure that requested information and communications of findings are responded within specified time frames. Keep record of Internal Audit reviews and ensure that responses are submitted. Compile Presidency Audit Matrix and report progress on implementation of action plans. Report monthly to SMS, Branch heads and Top Management on progress made on action plans. Reviewing and updating financial policies and procedures. Ensure that financial inspections are conducted at the Presidency offices and that inspection reports are compiled and submitted to the Chief Financial Officer. Ensure that all the identified irregular and fruitless & wasteful expenditure are registered, Reported and investigated. Ensure that identified irregular and fruitless & wasteful expenditure are disclosed on a quarterly basis on the IFS. Ensure that all the identified non-compliance to 30 days payments are reported on a monthly basis within seven working days. Supervise Senior state accountant, accounting clerks, contractors and interns.
ENQUIRIES : Ms Nonhlanhla Mshengu Tel No: (012) 300-5895
NOTE : NB: Email applications must on the subject line state only the Reference number: ASDIC/PRES/2026 (with no spaces)

POST 38/240 : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL REF NO: SSA/PRES/2026**
Sub-Directorate: Internal Control

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Financial Accounting/ Auditing/ Risk Management OR equivalent qualification on NQF level 6. A minimum of two (2) to three (3) years' applicable experience obtained within an Accounting environment with specific reference to financial reporting, compliance monitoring, internal control, and risk management. Competencies: communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Program and project management. People management and empowerment. Change management. Public service regulatory framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.
DUTIES : Responsible for assisting with implementing controls over access to records. Assist in managing internal financial control by ensuring effective and efficient performance of the financial management and supply chain management functions within the CFO unit. Verification of all finalised BAS/LOGIS payments, journals, receipts, S & T claims, face value forms, etc. Reviewing and updating financial policies and procedures. Oversee the departmental filling system pertaining to accounting documents. Liaising with Auditors (internal/external) and ensuring that their recommendations are implemented. Collating information for responses to the Auditors. Conduct financial inspections and assessments of departmental financial policies to ensure compliance. Financial document control (receiving, filing, reconciliation, and also making follow-ups on outstanding batches). Identify, register, and investigate irregular

and fruitless & wasteful expenditure. Ensure that all identified non-compliance with 30-day payments are reported to National Treasury. Supervise Accounting Clerks, contractors and mentor/ or train the intern. Assist in the monitoring of the correct implementation of policies, strategies and policy frameworks. Assist in the audit coordination process.

ENQUIRIES : Ms Thuliswa Ngwane: Tel No: (012) 300-5862

NOTE : NB: Email applications must on the subject line state only the Reference number: SSA/PRES/2026 (with no spaces**)**

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS : can be submitted via hand delivery/courier to following addresses:
Buffalo City Metro District Office - Hand deliver/courier to: Human Resource Office, Buffalo City Metro District Office, Old Building BKB, No 79 Fitzpatrick Road, Quigney, East London 5200. Enquires: Ms S Mangoloti Tel no: 043 708 1720.
Empilisweni Hospital – Hand deliver/courier to: Human Resource Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo Tel no 051 611 0259
Fort Beaufort Hospital – Hand deliver/courier to: Human Resource Office, Fort Beaufort Hospital. No 5 Bell Street, Fort Beaufort, 5720. Enquiries: Mr S
Fort England Psychiatric Hospital – Hand deliver/ courier to: Human Resource Office, Administration Block, Fort England Psychiatric Hospital, York Street, Grahamstown, 6139. Enquiries; Ms X Nazo Tel no 046 602 2463.
Livingstone Tertiary Hospital – Hand deliver/courier to: Human Resource Office, Nurses Home, 2nd Floor, Standford and Korsten Road, Gqeberha, 5201. Enquiries: Ms L Mabanga Tel no 041 405 2348
Taylor Bequest Hospital (Mt Fletcher) – Hand deliver/courier to: Human Resource Office, Elundini LSA, Police Street, Mount Fletcher, 4770. Enquiries: Ms N Ngwabeni Tel no 039 257 0099.

CLOSING DATE : 06 November 2026

NOTE : Applications must be submitted on a duly new Z83 Form (effective from 01 January 2021), a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). The department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 38/241 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/FEPH/02/10/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (OSD), (an all-inclusive package)- basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People

Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms X Nazo Tel No: (046) 602 2463

APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Xolelwa.Nazo@echealth.gov.za

POST 38/242 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/FBH/02/10/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (OSD), (an all-inclusive package)- basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Amathole District, Fort Beaufort Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical

audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Mr S Zetu Tel No: (046) 645 1111/12/13/14
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Siyabonga.Zetu@echealth.gov.za

POST 38/243 : **MANAGER NURSING (LEVEL 3) REF NO: ECHEALTH/NSM/LVH/APL/02/10/2026**

SALARY : R1 201 302 – R1 353 267 per annum, (OSD), (all-inclusive remuneration package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Administration/Management will be added advantage. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and Patient Rights Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. Computer literate and may be required to demonstrate computer skills. Complex report writing skills is essential. A valid driver's licence.
DUTIES : To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in interprofessional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety and other programs within the institution. Participate in Hospital Executive decision-making body. Implement the SANC CPD programme in the facility.
ENQUIRIES : Mrs L Mabanga Tel No: (041) 405 2348
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Noms.Tsotsobe@echealth.gov.za

POST 38/244 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/APL/EMPSH/02/10/2026**

SALARY : R1 069 215 – R1 219 323 per annum, (OSD) (an all-inclusive package) - basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. A

		postgraduate diploma in Nursing Management/Administration will be an added advantage. A minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and Patient Rights Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. Computer literate and may be required to demonstrate computer skills. Complex report writing skills is essential. A valid driver's licence.
DUTIES	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
ENQUIRIES	:	Mr S.L Bosholo Tel No: (051) 611 0259
APPLICATIONS	:	Alternatively, applications can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za
POST 38/245	:	**ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/EMPGCHC/APL/02/10/2026**
SALARY	:	R785 568 – R898 215 per annum, (OSD)
CENTRE	:	Buffalo City Metro, Empilweni Gompo CHC
REQUIREMENTS	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
DUTIES	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
ENQUIRIES	:	Ms S Mangoloti Tel No: (043) 708 1720
APPLICATIONS	:	Alternatively, applications can be submitted electronically via email to: Simphiwe.Mangoloti@echealth.gov.za

POST 38/246 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN-TRAM/EMPSH/02/10/2026**

SALARY : R720 819 – R 833 775 per annum, (OSD)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem-solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's licence. Computer literacy.
DUTIES : Delegate, supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
ENQUIRIES : Mr S.L Bosholo Tel No: (051) 611 0259
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za

POST 38/247 : **OPERATIONAL MANAGER SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/OMS-P/ARP/NTSG/FEPH/02/10/2026 (X2 POSTS)**
This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : R720 819 – R821 454 per annum, (OSD)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the SANC as a Professional Nurse. A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Psychiatric Nursing Science. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs. A valid driver's licence.
DUTIES : Provide effective management and professional leadership in the specialized units of Psychiatric. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing

practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Coordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES : Ms X Nazo Tel No: (046) 602 2463
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Xolelwa.Nazo@echealth.gov.za

POST 38/248 : **OPERATIONAL MANAGER SPECIALTY (TRAUMA) REF NO: ECHEALTH/OMS-P/APL/FEPH/02/10/2026**

SALARY : R720 819 – R821 454 per annum, (OSD)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the SANC as a Professional Nurse. A post basic nursing qualification, with duration of at least one (1) year accredited with the SANC in the relevant specialty. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs. A valid driver's licence.
DUTIES : Provide effective management and professional leadership in the specialized units of Psychiatric. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Coordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.
ENQUIRIES : Ms N Ngwabeni Tel No: (039) 257 0099
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications forms must be posted or hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre – address, which the ref. numbers are allocated to):
Provincial Head Office (PHO) (EC1/26OC) Griffith Mxenge Building, Recruitment & Staffing, Zwelitsha, 5601 (Room 7 / 9 / 10) Enquiries Capt Du Randt / PPO Nxitywa / PO Kweleta Tel No: (040) 608 7245 / 7248 / 7161 (GayikaZ@saps.gov.za)
Butterworth (EC2/26OC) 44 Bell Street, Butterworth, 4960 (Room 55 / 12) Enquiries Capt Mgidi / PO Ngcebetsha Tel No: (047) 401 1218 / 1175 (MgidiM@saps.gov.za)
Mthatha (EC3/26OC) PRD Building, 10th Floor, Sutherland Street, Mthatha 5099, (Room 1063) Enquiries Lt Col Mabusela / Capt Mtyukata Tel No: (047) 505 5141 / 5272 / 5140 (makambag@Saps.gov.za)
Mount Road (EC4/26) 1-9 Lennox Street, Mount Croix, Glendenning, Gqeberha, 6000 (Room 227 / 228 / 229) Enquiries Lt Col Roelofse / PO Gxavu / PO Loxton Tel No: (041) 354 5326 (GxavuA@saps.gov.za)

CLOSING DATE : 06 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no

obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 38/249	:	**ADMINISTRATION CLERK**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	PHO (Zwelitsha): POC MIC and Support Ref No: EC1/26OC (X1 Post) Amathole DOCC Ref No: EC2/26OC (X1 Post) OR Tambo DOCC Ref No: EC3/26OC (X1 Post) Nelson Mandela Bay DOCC Ref No: EC4/26OC (X1 Post)
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Ensure Administrative functions relevant to the core functions of the Component / Station / Unit. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Component.
ENQUIRIES	:	Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity and gender-sensitive employer, and it intends to promote retrospectivity in the Public Service through the filling of these posts. The Department is committed to the achievement and maintenance of diversity and equity in employment. 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 Directives will be taken into consideration.

APPLICATION : Applicants must apply online at: www.gautengonline.gov.za / http://professionaljobcentre.gpg.gov.za.

CLOSING DATE : 09 November 2026

NOTE : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents (effective from 01 January 2021). All fields in Part A to D of the Z83 form must be completed, and Part E to G noting that there is limited space provided applicants often indicate "refer" to CV or see attached, this is acceptable as long as the CV is attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to the conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above requirements, as well as late applications, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitable candidates will undergo a personnel suitability check (Vetting, criminal record, citizenship, credit record checks, qualification verification, and employment verification). The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Candidate will be placed according to corridor coordination and the Department's needs. The Department will not accept posted, emailed or hand delivered applications. We encourage youth, people with disability, coloured, Indian and white to apply and a confirmation of disabilities from a registered medical practitioner must be attached to the application. Please Note: Due to the large number of applications, we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/250 : **DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY: INFRASTRUCTURE DEVELOPMENT REF NO: REFS/057064**
Chief Directorate: Information Communication Technology

SALARY : R932 292 per annum, an all-inclusive remuneration package

CENTRE : Head Office Johannesburg

REQUIREMENTS : Matric Certificate plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) In ICT (Computer Science or Informatics). Any relevant ICT Infrastructure certificates is an added advantage. 3 years' experience at entry level management (ASD) experience directly related to the duties and responsibilities specified. All valid relevant driving licenses (A and EC). No criminal record or case pending against you. Knowledge and Skills: Operating systems and server administration. Working knowledge of Microsoft server environment and Windows operating systems. (AD and MS Exchange Server). Microsoft Office packages. Management of Software licenses. DBMS

Technology. Virtualization Solutions. SAN administration. Cloud hosted services. Networking environment - LAN/WAN, networking/Troubleshooting and experience in Cisco routers/switch configuration Telecommunication Systems - Knowledge of PABX and telecom systems (TMS, VoIP). Knowledge of ICT Security technologies. ICT Regulations and standards (CobIT, ITIL, ISO etc. Business Analysis. Innovative development technologies. DBMS technologies. Project management skills. Information and data Security. Risk assessment and mitigation. Disaster recovery technologies. Network and telecommunications. Security. Technical credibility and Cyber security management.

DUTIES : Development, implementation, and monitoring of the ICT Infrastructure Plan. Provision and maintenance of telecommunications systems and network infrastructure. Oversees management and protection of the data ensuring adherence to standards and operating procedures to data access and preservation of data and storage. Manage the maintenance and support of all computer end-user devices and computerized systems, information processing equipment, and software. Sets the direction and oversee ICT infrastructure projects and implement ICT projects methodologies. Assists in the acquisition of ICT equipment and software through developing specifications and giving advice on the new technologies procured. Responsible for coaching, disciplining, and mentoring staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the subsection budget and expenditure. Coordinate the compilation of various reports and statistics for the section. Manage leave and sub-ordinates.

ENQUIRIES : Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/251 : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/057067**
Chief Directorate: Provincial Secretariat

SALARY : R932 292 per annum, an all-inclusive remuneration package
CENTRE : Northern Corridor
REQUIREMENTS : Matric plus a recognised Bachelor's Degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing. 3 years' experience at entry level management (ASD) in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.

DUTIES : Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.

ENQUIRIES : Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/252 : **DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: REFS/057068**
Chief Directorate: Provincial Secretariat

SALARY : R932 292 per annum, an all-inclusive remuneration package
CENTRE : Central Corridor
REQUIREMENTS : Matric plus a recognised bachelor's degree (NQF7)/ equivalent qualification in preferably Social Sciences/ Community Development or Policing. 3 years' experience at entry level management (ASD) in Social Crime Prevention programmes or Community Development primary and secondary research. No criminal record or any cases pending against you. A valid code 08/10 driver's licence. Knowledge and Skills: Relevant legislation and Public Service regulations. Understanding of expectations of customers. Departmental

priorities. Crime patterns and causes thereof. Planning, organising, and leading a team. Problem solving. Communication. Innovative. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Event management skills.

DUTIES : Coordinate the implementation of the Social Crime Prevention strategy. Coordinate the implementation of the school safety, VAWAC, and Youth Safety Strategy. Monitor and evaluate the implementation of youth safety, school safety, VAWAC, and substance abuse prevention programs. Ensure effective and efficient leadership. Manage service delivery improvement. Manage human and financial resources.

ENQUIRIES : Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/253 : **DEPUTY DIRECTOR: FACILITIES AND WORK ENVIRONMENT MANAGEMENT REF NO: REFS/057023**
Chief Directorate: Corporate Management Services

SALARY : R932 292 per annum, an all-inclusive remuneration package
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Grade 12 and National Diploma/ Bachelor's degree NQF Level 6/7 in Public Management /Administration/ Business Administration/ Project Management/ facilities management/ management services. or any other qualification under built environment. 3 years' experience at entry level management (ASD) in a related field. A valid code 08/10 driver's licence. Knowledge and Skills: Change management. Knowledge national building act. Knowledge of projects management. Knowledge of risk assessment and hazard identification. Knowledge of budgeting and financial management. knowledge of disaster management. Knowledge of day-to-day maintenance. Knowledge of ohs act. national archives and records services of South Africa act. promotion to access to information act. (PAIA) Promotion of administrative justice act. Information security policy. Electronic communication transaction act. Electronic document management system. Business writing skills. Project process skills. Risk assessment and mitigation. Disaster management. Systems and administrations skills. Decision making skills. Computer skills. Negotiating skills.

DUTIES : Infrastructure management: oversee all aspects of facilities and maintenance within the department. Oversee capital projects as required. Manage developmental plans for the department the long- and short-term maintenance programmes and associated budget. coordinates building usage and leases. Review projects-decisions, confers with staff and contractors. Inspect upon project completion. Supervise inspection programmes for existing facilities. Oversee supervision of reception area within head office. Oversee provision of cleaning and hygiene services for facilities. Oversee allocation and usage of departmental parking bays. Management of occupational health and safety within the department: Manage the implementation of ohs within the department. Manage ohs awareness campaigns. Manage the facilitation of building/infrastructure inspection for safety compliant. Facilitate and ensure functioning of ohs committee. Ensure that OHS awareness sessions are conducted. Facilitate the implementation of fire drills and ensure emergency plans are in place. Management of central registry: Manage the implementation of records management policies and systems. Manage the facilitation of records management workshop. Manage the disposal of records in accordance with national archives and records services of South Africa. Manage the provision of effective records management systems. Manage the provision of efficient service for registry and storage components within the department. Budget and financial management: Manage the procurement plan and budget needs for the unit. Manage the utilisation of budget. Oversee and report expenditure for goods and services. Oversee and report over- expenditure reports for unit. attend budget monitoring /vetting committee. monitor wasteful expenditure within the unit. Risk management: Implementation of risk management action plans. Implementation of audit recommendations. Cooperate with risk management unit, risk management committee, risk champions relevant stakeholders involved in risk management.

ENQUIRIES : Ms. Avhatakali Nemukula/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/254 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: REFS/057025**
Chief Directorate: Corporate Management Services

SALARY : R932 292 per annum, an all-inclusive remuneration package
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Matric and National Diploma (NQF level 6) or bachelor's degree (NQF level 7), in Human Resource Management/Human Resource Development or Relevant equivalent qualification. 3 years' experience at entry level management (ASD) /working experience i.e. Skills Development Facilitator, Assessor, and Moderator. No criminal record/ cases pending against you. A valid code 08/10 driver's licence Knowledge and Skills: Relevant legislation, strategies and public service regulation. Treasury regulation. Knowledge management. Understanding of government programs and projects. Applied strategic thinking. Applying technology. Knowledge of budgeting and financial management. Communication and information management. Continuous improvement. Citizen focus and responsiveness. Developing others. Diversity management. Impact and influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organizing. Problem-solving and decision-making. Project management. Team leadership. Team Worker. Flexible. Change orientated. Customer focus and credible. Interpersonal skill.
DUTIES : To manage training, skills development, and learnerships. Coordinate and facilitate training and development programmes. Implement and monitor departmental HRD Strategy. Develop and manage departmental training database. Conduct orientation and induction programme. Monitor compliance of training programmes with relevant legislation. Coordinate and develop the department's WSP. Administer Bursaries and study assistance. Develop learnership guidelines and curricula. Identify learnership areas and alignment with the department's strategic plan and SETA's. Establish, facilitate and implement learnership and mentorship programmes. To manage and implement performance management and development system. Develop and monitor performance management framework. Administer performance rewards. Maintain performance management database. Provide technical advice and assistance on performance management issues.
ENQUIRIES : Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/255 : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: REFS/056996**
Chief Directorate: Chief Financial Office

SALARY : R932 292 per annum, an all-inclusive remuneration package
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A Grade 12 plus a Bachelor Degree (NQF level 7) in Financial Accounting qualification. 5 or more years of experience and 3 years' experience at entry level management (ASD) relevant in a finance environment. Competed SAICA articles would be an added advantage. A valid code 08/10 driver's licence Knowledge and Skills: Knowledge of Division of revenue act, PFMA, Treasury regulations. Knowledge of BAS, PERSAL and SAP and other information systems. No criminal record or any pending cases against you. Departmental Policies and Procedures. Departmental Priorities. Gauteng Safety Strategy. Reporting Procedures. Information systems. PFMA, Treasury Regulations, GRAP, GAAP, PSA, IFRS, Modified Cash Standards etc. Interpreting & evaluating information. Verbal & Written communication. Organizing/Maintaining information. Communicating Information. Computer Literacy. Problem solving and conflict management.
DUTIES : Manage revenue income/ collection processes: Manage and ensure collection and administration of payments from traffic fines, vehicle pounds, weigh bridges. Manage monthly cash allocations and cash requirements and bank statements. Manage draws refunds payment advise and authorisation and reconciliation of payments. Manage and ensure maintenance of an accurate and effective debtors'/receivables system: manage and maintain an effective system to reflect debtors. Manage the maintenance of an accurate register and debtors' system. monitor collection of arrear receivable. Monthly/quarterly/annual reporting of revenue: input into financial statements relating to revenue, debtors. Chash and cash equivalents. Manage human resource: manage performance of staff and ensure assessment of their

performance. Manage coaching, disciplining and monitoring of staff to improve performance. Manage leave of sub-ordinate.

ENQUIRIES : Mr. Vuyo Sondo/ Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/256 : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: REFS/057029**
Chief Directorate: Corporate Management Services

SALARY : R610 434 – R1 442 452 per annum, (OSD), An all-inclusive remuneration package

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A Matric plus Degree (NQF level 7) in Legal or relevant law qualification. 8 years' Legal advisory experience. No criminal record or any case pending against you. A valid code 08/10 driver's licence Knowledge and Skills: Legal processes, legislatives prescripts, legal research GPG and public service policies and procedures, understanding of community safety strategies, understanding of the Department's strategic objectives and functionality, Information management knowledge, organising, problem solving, interpersonal relationship, conflict resolution, project management, report writing, policy analysis and development, policy/objectives formulation, research, analytical thinking, organising, problem solving, interpersonal relationship, computer literacy, knowledge management. Attribute: Decisive, team player, customer focused, proactive and resourceful, change oriented, cost conscious, quality oriented, responsive, people oriented, Innovative, honesty and integrity.

DUTIES : Litigation Management: Assessment of merits of claims. Consultation with relevant officials. Liaison with state attorney. Consultation with State Attorney/private attorney. Preparation and attendance for court trials. Updated case register. Reporting on litigation status in the department. Legislative Compliance: Conduct legislative compliance workshops on legislation affecting the Department. Conduct workshops to traffic officers on empowering legislations. Conduct workshops on new legislation affecting the Department information. Legal advice /opinion: Critical analysis of documents relevant to the legal question. Consultation and advice to programmes. Litigation Management services: To ensure timeous response to claims against and by department in line with relevant legal prescripts. Legislative compliance services: Conduct legislative compliance workshops on legislation affecting the Department. Legal advisory services to legal questions: To provide reactive and proactive advice in relation to legal questions relevant to decision making in the department.

ENQUIRIES : Ms. Mmathethi Patjie Tel No: (011) 689 3845/ 3723/ 3847

POST 38/257 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/057016**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits

CENTRE : Traffic Law Enforcement Service: Northern Corridor

REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective

and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/258 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/057013**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits
CENTRE : Heidelberg Region (TLES)
REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are

filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/259 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/057009**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits
CENTRE : Gauteng Freeway Unit
REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.
DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond

to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/260 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/056999**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits
CENTRE : Special Law Enforcement Unit
REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/261 : **CHIEF PROVINCIAL INSPECTOR REF NO: REFS/056995**
Chief Directorate: Traffic Management

SALARY : R605 742 per annum, plus service benefits
CENTRE : Inspectorate
REQUIREMENTS : Relevant Tertiary qualification (3-year Diploma/Degree or equivalent)3-5 years' supervisory experience. 7-10 years working experience in the traffic law enforcement field. All valid relevant Driving Licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge and skills. Extensive knowledge of Traffic Management policies and regulations, Relevant legislations and traffic management regulations Driving skills, Vehicle inspections/impoundment. Records management Resource management Customer relationship management. Planning, Organising, Controlling, Monitoring, People Management, Service delivery, communication skills, decision making skills, Results and quality management, Problem solving, Innovation/ continuous improvement, Analytical, Negotiation, Initiative, Computer literacy, Project management, Mentor and coaching, Leadership skills.
DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient Leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and always kept up to date. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.
ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/262 : **ASSISTANT DIRECTOR: TRANSPORT AND LOGISTICS REF NO: REFS/057141**
Chief Directorate: Supply Chain Management

SALARY : R487 197 per annum, plus service benefits.
CENTRE : Head Office Johannesburg
REQUIREMENTS : Matric Certificate plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) In Supply Chain Management/Logistics/ Transportation Management. 3 years' experience in supervisory/ Logistics Manager/ Transport Officer/

Transport Admin Clerk. Certificates In Computer Training Course, Call centre, Transport and Fleet Management, Advance Management Development Programme, Monitoring and Evaluation and Fleet Management will be an added advantage. All valid relevant driving licenses (A and EC). No criminal record or case pending against you. Knowledge and Skills: MS Word, MS Excel, MS PowerPoint and MS Outlook: Internet and E-mail. Customer relationship management, ELS and SAP. Interpersonal relations, conflict management, and communications. PERSAL, FLEETMATIC, C VISION and Transport Policy. Interviewing, negotiation and facilitation skills. Inventory policy, cellphone policy and presentation skills. Report writing, computer literacy and advanced driving.

DUTIES : Manage transport service according to departmental policy. Ensure that the is a vehicle asset register. Monitor vehicle movement. Manage and keep records on accidents. Licensing Department owned vehicles. Verifying and processing the monthly invoice. Compiling Payment for g-flee / stannic. Issuing Trip authority. Booking vehicle for repairs and maintenance. Facilitating the renewal of petrol cards. Processing fuel claims and requesting of new fleet. Receive a requisition and process requisition. Receive and check goods. Capture goods on relevant registers. Return damaged incorrect and substandard goods. Issue goods as required. Stock taking according to stock taking plan. Comparison of stock counted with official records. Capturing Stock count on SAP. Receive a cellphone request and process the request. Cellphone Administration (Blacklisting, Insurance claims and repairing). Processing payment and managing cellphone contracts. Maintaining Cellphone register. Calculate rate per kilo and process the request. Assisting with quotes and receiving applications. Process application, calculate rate per kilo and process the request. Administrate the scheme process (maintenance, repairs and accident). Workshops for users from Head Office and Regional Offices. Provide information and support documentation required by AG and GAS. Advise users procedures and reforms. General supervision of employees. Ensure that all are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage performance, conduct and discipline.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/263 : **ASSISTANT DIRECTOR: ROAD SAFETY REF NO: REFS/057035**
Chief Directorate: Traffic Management

SALARY : R487 197 per annum, plus service benefits.
CENTRE : Head Office Johannesburg
REQUIREMENTS : A Grade 12 certificate plus a relevant tertiary qualification (3-year Diploma/Degree or equivalent). 3 years' experience at administrative/ supervisory level in the field of Road Safety. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Relevant legislative and Policy framework. Knowledge and understanding of Road Safety Plan. Project management. Strategic planning. PSR and PFMA. Understanding of the strategic plan for the department. Knowledge and understanding of departmental strategic priorities and programmes. Records management. Resource management. Customer relationship management. Performance management. Finance management. Conflict management. Projects management. Self-management. Time management. Risk management. Change management. Public Information Management. Networking. Handling pressure. Diversity. Decision-making. Interpersonal relations. Strategic thinking and planning. Probing. Negotiation. Written and oral communication. Report writing. Presentation and facilitation skills. Public speaking.

DUTIES : Assist to coordinate institutional arrangements for effective implementation of the GSS. Assist with the alignment of Road Safety activities within and outside the Department. Assist with the implementation of road safety strategies as per national department (NDoT) directive to schools and the general public. Ensure Public Education through training of road users and communities with the focus on Community outreach programmes, road shows and promotional projects. Ensure training of all Gauteng educators on road safety education. Assist with coordination and management of Gauteng Pedestrian Management plan with all stakeholders. Development and implementation of the operational plan for

the regional office. Effective performance management and capacity building of the regional staff. Recommend Disciplinary hearing against any Officer under your jurisdiction who is reasonably suspected of having committed an act of Misconduct in the execution of their duties. Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training programme and monitor formal training needs of the unit. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Ensure the management of Performance Management and Development System as per the approved PMDS policy. Ensure proper record keeping of activities of the centre including minutes of every meeting convened. Compile monthly reports and submit. Attend operational meetings and any other meeting as required by strategic leadership. Manage assets as per inventories of the centre. Ensuring appropriate use of all facilities. Ensure effective loss control measures are in place to address loss of equipment's. Monitor vehicle costs for costs for the station/centre and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Coordinate stakeholder relations with other state departments, NGOs, Road Safety Officials and Law enforcement agencies (LEAS). Identify relevant risks. Develop plan to address risks. Implement and monitor risk plan. Monitor monthly expenditure and inspection reports from Province and implement corrective action in problem areas. Regular budget and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the province. Respond to requests from head office regarding financial queries within provided time limits. Monitor and manage the procurement needs of the centre. Evaluate progress. Coordinate Road Safety projects with regional team leaders. Draft business plans for the project. Draft an activity plan/detailed work plan. Manage project budget and procurement process. Ensure effective implementation of the respective project activities. Compile monthly project progress report on status. Engage with various role players on project implementation. Encourage road user compliance to road rules. Coordinate formal, informal and non-formal education and communication through projects and programmes targeting the categories of road users in order to change their behaviour and attitudes and increased knowledge and skills. Identify and engage key stakeholders in road safety promotion initiatives. Establish partnerships with relevant departments, local government etc. to foster mutual relations and pursue common interests. Participate in the communication forum for Law Enforcement Agencies.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/264 : **ASSISTANT DIRECTOR: SERVICE LEVEL AND ICT PROJECT MANAGEMENT REF NO: REFS/057065**
Chief Directorate: Information Communication Technology

SALARY : R487 197 per annum, plus service benefits
CENTRE : Head Office Johannesburg X 01
REQUIREMENTS : Matric Grade 12, plus two (03) year National Diploma in ICT or Bachelor’s degree in ICT (computer science or informatics). 3 years' experience at administrative/ supervisory level in similar position, Experience in managing and monitoring service performance. ITIL Certificate will serve as a strong advantage. A valid code 8/10 driver’s license. No criminal record or any cases pending against you. Knowledge and Skills: Development and implementation of IT policies and procedures. CoBIT and ITIL knowledge beyond theory. He/she has participated in specific education about how to apply Understanding project management principles and best practices. Understanding different IT processes. Relevant Public Service Regulations. Geographical distribution of departments and composition thereof. Understanding Provincial and SITA procurement model. Understanding of expectations of customers. Knowledge of SLAs Management. A good understanding of the organization's business and how IT contributes to it. Skills: Very strong communication skills: oral, written, presentation, facilitation. Ability to think and act both strategically and tactically. Technical understanding with ability to translate into business concepts, ITIL best practices, Credibility and trust; ideally has earned the respect of IT managers and other business

managers at all levels. Ability to work under fire; handle stressful situations in a calm manner. Relationship management and conflict resolution skills. The ability to bring together and work with a team of people with varied backgrounds business analysts, technical experts, process owners - to articulate and remedy service level issues. A good understanding of the organization's IT infrastructure, services provided and customers/users. Patience, tolerance, resilience. Statistical, numerical and analytical principles and processes. Innovative thinking with service quality.

DUTIES : Manage ICT Service: Ensure effective, efficient and reliable ICT services by: Identify IT services and service requirements, initiate service improvement actions. Define, build and manage the IT service catalogue. Effective management of contracts: Identify underpinning contracts service requirements, define build and negotiate service level agreements. Analyses and reviews all achieved service level agreement levels and conducts comparison with the SLA, monitor and manage service targets. Monitor and mitigate all ICT risks. Oversee regular audits performed to determine the efficiency and effectiveness of the SLA process. Coordinate and Facilitate ICT Projects: Develop and implement ICT Projects Methodologies. Monitor all ICT Projects by: Development, maintenance and monitoring of projects schedules, ensuring that agreed time frames are met and in the line with the expectations of the client. Track progress against projects and release plans, assess the performance of the assigned resources, ensure that technical issues are resolved in a timely manner. Manage resources (human, financial, equipment/assets): Responsible for coaching, discipling and mentoring of the staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Provide input in drafting of budget in the section. Control and monitor the sub section budget and expenditure. Coordinate the compilation of the various reports and statistics for the section. Manage leave of sub-ordinates.

ENQUIRIES : Mr. Tshidiso Chabane/ Mr. Vuyo Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/265 : **ASSISTANT DIRECTOR ENTERPRISE RISK MANAGEMENT REF NO: REFS/057031 (X2 POSTS)**
Chief Directorate: Risk Management

SALARY : R487 197 per annum, plus service benefits
CENTRE : Head Office Johannesburg
REQUIREMENTS : Matric plus 3-year relevant National Diploma/Degree in Risk Management/ Internal Auditing/ Financial Accounting. (SAQA NQF level 6/7) and 3-year relevant experience. 3 years' experience at administrative/ supervisory level. No criminal record or any cases pending against you. A valid code 08/10 driver’s licence Knowledge and Skills: Knowledge of Risk Management Policies and Frameworks. Relevant legislations relating to Risk Management and understanding of the Department’s strategic objectives. Records Management, Report writing, Problem solving and analysis. Knowledge management, Change management, Business Continuity Management, Communication, Negotiation and Computer literacy. Attributes: Professionalism, Efficient and effective, Accessible. Team player, Customer focused, Proactive and resourceful. Quality oriented, Responsive, People oriented. Attention to detail, honesty and integrity.

DUTIES : To supervise and implement the risk management framework in the organisation: Participate in the development of the risk management framework. Implement the risk management plan, Support the establishment of the risk management philosophy and culture in the organisation. Advocate and promote risk management in the organisation (awareness activities), Risk maturity-data gathering and quality review, Capacity building (training and development). Develop and maintain stakeholder and client relationships Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context). Supervise the capturing of data and maintenance of databases on risk management information, Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Facilitate the identification of risks, Analysis of risks, Risk evaluation, Risk response, Compile risk profile (ensure and maintain risk register. Compile reports as required, Monitor and review the identified risk response activities. Monitoring the implementation of the progress of activities

to address risks as agreed on Revising risk response activities. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/266 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057004 (X2 POSTS)**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Soweto Region (TLES)
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/267 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057005**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Johannesburg (TLES)
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.
DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.
ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/268 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057010**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Bronkhorstspruit Region

REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share infrmation with members regarding the center's budget priorities.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/269 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057015**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Springs Region
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing.

Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/270 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057018**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Heidelberg (Traffic Law Enforcement Services)
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free

flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/271 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057019**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Gauteng Freeway Unit
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing and Reporting Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control

management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/272 : **PRINCIPAL PROVINCIAL INSPECTOR REF NO: REFS/057021**
Chief Directorate: Traffic Management

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Escort Unit
REQUIREMENTS : Grade 12 Certificate or higher qualification. Must be in possession of a Basic Traffic Diploma. 6 - 10 years' working experience in the field. All valid relevant driving licenses (A and EC). No criminal record. Knowledge and Skills: Knowledge of Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge in traffic and Public Transport Vehicle inspections. Vehicle Impoundment. Completion of law enforcement and documents. Skills and competencies in records management. Resource management. Customer relationship management. Planning. Organizing. Leading. Controlling. Monitoring. People Management. Service delivery. Communication. Decision-making. Results and quality management. Problem solving. Writing & Reporting. Labour Relations. Driving skills. Investigation skills. Motivational skills. Innovation/ continuous improvement. Analytical skills. Computer literacy. Operations/Projects management.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislation. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities, and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic-related matters, attend court proceedings, and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIS) and Provincial Inspectors (Pls) production, including statistics of production of SPIS

and Pls. Implement innovations to improve the working environment and conduct visits to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as a baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation, and information-sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop a plan to address risks. Implement and monitor the plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that the motor vehicle fleet is managed properly. Monitor the state of equipment and assist with proactive replacement planning, including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by the Center Manager. Monitor monthly expenditure and inspection reports from the province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the center's budget priorities.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/273 : **SENIOR HR PRACTITIONER REF NO: REFS/057032**
Chief Directorate: Corporate Management Services

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Head Office Johannesburg
REQUIREMENTS : A Grade 12 certificate plus a bachelor’s degree in public administration or NQF level 6. 3-5 years’ experience in Records Management. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Treasury regulations. Understanding of different project management principles. Relevant legislation and public service regulations. Understanding DCS related projects. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Labour relations concepts, theories, prescripts and legislation. Project management methodologies. Business performance management. Stakeholder relationship management. Policy development analysis and application. Negotiation skills.

DUTIES : Develop a control register and ensure that all correspondence received is registered and dispatched accordingly. Prepare documentation received on a daily basis and ensure filing according to Departmental file plan and National Archive Act 43 of 1996. Prepare filing of all documents and punching to the relevant box files. Ensure confidentiality of live and archived files according to the Minimum Information Security Standard of 2000. Implement proper HR filing systems. Store HR files as informed by departmental archiving guidelines. Monitor and evaluate trends and patterns of Departmental Personnel Record Management systems and report deviations. Implement and identify records management policies gaps. Benchmark, analyse trends and practices. Prepare reports for various strategic reporting. Collect payslips for all normal and supplementary runs. Sort and distribute payslips to various officials. Distribute payroll and payroll certificates for signing by relevant authority in line with Treasury Regulations. File all correspondence relating to payroll. Collect and distribute IRP5s and file them on an annual basis. Prepare reports for various strategic reporting. Develop a database for all HR queries received. Register all queries received in the HR database. Allocate all enquiries according to complexity. Facilitate timeous responses to clients. Where necessary escalate complex queries for urgent intervention and possible resolution. Prepare incoming and outgoing correspondence for all correspondence received. Facilitate reports for various strategic reporting. Coach and mentor staff members. Co-ordinate the development of operational plans, alignment of performance contracts, monitoring and evaluation. Submit inputs for drafting of unit budget. Supervise utilisation of sub-section budget and expenditure. Submit inputs the compilation of various reports and statistics for the sub-section. Supervise staff related matters e.g. leave and conflict.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/274 : **SENIOR VEC COORDINATOR REF NO: REFS/057037**
Chief Directorate: Provincial Secretariat

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Grade 12 certificate Bachelor's Degree: preferably Social Sciences / Community Development as recognized by SAQA. 2 - 3 years' working experience in Victim empowerment Field. A valid driving license. No criminal record or any pending cases against you. Knowledge and Skills: Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Knowledge of the National Strategic Plan on Gender Based Violence and Femicide and the department Crime Prevention Strategy. Knowledge of the National Crime Prevention Strategy skills. Statistical analysis. Adaptation to change management. Report writing. Conflict management. Presentation skills. Be able to work under Pressure, Team worker, Flexible/change oriented, Problem-solving ability, Responsive, Interpersonal relations, Customer focus, Credible.
DUTIES : Coordinate the implementation of the Green Door and Floor Management programme in line with the APP and AOP. Coordinate the Recruitment, Screening and contracting of the Floro managers and green door Ambassadors. Conduct assessments on functionality of the green doors and floor management program in-line to the service delivery plan. Screen potential green door ambassadors and Floor managers. On tracting and induction of green door ambassador and Floor managers. Establish and enhance stakeholder relations for effective referral matrix. Render support services to green door ambassadors and floor managers on their day-to-day services/ duties at service sites. Provide administrative support to green door and Floor managers with logging cases on the occurrence book and referral register. Conduct announces and unannounced weekly to monthly site visits to ensure compliance and optimal functionality. Regularly provide debriefing sessions to green door ambassadors and Floor managers. Regularly attend and participate at the VEP regional forum meeting presenting the Victim empowerment services. Showcasing of Green door and Floor managers services. Organize and set up the Training for Floor managers and green door ambassadors Participating during the Annual Upskilling programme for LEA on Gender based violence (consolidation and submission of accurate corridors Policing precinct attendees list) Facilitate quarterly workshops and marketing sessions for Floor managers and green door ambassadors. Provide logistics and administrative support before, during and after the training scheduled. Participate during the service delivery improvement plan. Regularly engage with SAPS personnel and CPF for purposes of tracking and monitoring the work of floor managers as the deployed policing precincts. Monthly submission of evidence and back to office reports. Compilation of cover report and stakeholders' minutes as part of evidence. Quality Check and assessment of submitted evidence and the reporting templates utilized by the Floor managers and green door ambassadors. Establish and enhance stakeholder relations for effective referral matrix. Produce database of GBVF victims supported and link victims to further professional support services. Uploading of scanned OB copies (Collating, compiling of files and verification) Attending a scheduled monthly and quarterly evidence verification processes.\Ensure that the database of green door ambassadors and Floor managers is up to date.
ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/275 : **ADMINISTRATIVE OFFICER SENIOR REF NO: REFS/057024**
Chief Directorate: Provincial Secretariat

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a recognized bachelor's degree in, preferably, the social sciences or research. At least 2-3 years' experience in primary and secondary research. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Knowledge and appreciation of concepts and application of research methodologies and tools. Knowledge and appreciation of best practices/benchmark, service standards and customer care. Research skills. statistical analysis skills. Logical and

methodical. Report writing. Project management skills. Communication skills. Listening skills. Numerical skills. Computer skills.

DUTIES : Develop proposal on niche area research. Conduct a literature review. Develop data collection instruments and collect data. Undertake niche area research in law enforcement agencies. Compile research reports with findings. Undertake an assessment of community safety models. Conduct a literature review. Develop a research proposal. Develop data collection instruments. Compile research reports with findings. Gather information on the repository on research products. Provide logistical support on the dissemination of research results.

ENQUIRIES : Call Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847.

POST 38/276 : **SENIOR COMMUNITY POLICE RELATIONS OFFICER REF NO: REFS/057020**
Chief Directorate: Provincial Secretariat

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Southern Corridor
REQUIREMENTS : Grade 12 plus a relevant B Degree / equivalent qualification (preferably in Criminal Justice System/Law Enforcement Agencies and/Public Management and Administration. 2-3 years relevant experience in provincial secretariat/police secretariat environment. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: Departmental policies and procedures. Relevant public service regulations. Gauteng Safety Strategy. Reporting procedures. Information system. SAPS Act, Regulations and Amendments. SA Constitution. Interpreting & Evaluating Information. Verbal and written communication. Organizing/ maintaining information. Communicating information. Computer Literacy. Problem solving and conflict management. Listening and negotiation. Tact and diplomacy. Teamwork and Discipline.

DUTIES : Facilitate the improvement of relations between the community and LEAS at cluster level (SAPS, Metro Police, District Municipal Police, and DCS Traffic Officers. Develop, support and capacitate community safety structures at cluster. Maintain database of community patrollers per cluster. Monitor and report on performance of patrollers deployed on hotspot per cluster. Facilitate departmental campaigns (take charge campaigns & community outreach programs).

ENQUIRIES : Call Ms. Dolly Seboane/ Mr. Vuyo Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/277 : **SENIOR ADMIN OFFICER: BUSINESS ANALYST REF NO: REFS/057017**
Chief Directorate: Information Communication Technology

SALARY : R413 001 per annum, plus service benefits.
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year National Diploma (NQF level 6)/Degree (NQF level 7) in ICT (Computer science or Informatics), Business Analysis certificate will serve as a strong advantage. Minimum of 2-3 years' experience in similar position. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. Knowledge and Skills: System development Cycle. Business analysis techniques. Knowledge and understanding of different IT processes. Relevant Public Service Regulations. Understanding of expectations of customers. A good understanding of the organization's business and how IT contributes to it. Very strong communication skills: oral, written, presentation, Facilitation. Requirements elicitation and documentation. Technical understanding with ability to translate into business concepts. Feasibility studies. Ability to work under fire; handle stressful situations in a calm manner. Relationship management and conflict resolution skills. The ability to bring together and work with a team of people with varied backgrounds technical experts and process owners. A good understanding of the organization's IT infrastructure, services provided and customers/users Business process Reengineering. Statistical, numerical and analytical principles and processes. Innovative thinking with service quality, and its improvement, within limits of costs and business Testing against Requirements. Object and Structured Analysis. Project management. System specification. Business performance Management. Customer relationship Management. Technical credibility.

DUTIES : To analyse the various requirements of the organization and to bridge the gap between Business and Information and Communications Technology (ICT). Planning strategically - The analysis of the organisation's strategic business needs. Operating/Business Model Analysis - The definition and analysis of the organization's policies and market business approaches. Identify new business opportunities. Conduct feasibility studies. analyse users' needs to be able to conceptualize, maintain and document programs and applications. Requirements elicitation and documentation. Develop project proposal. Develop business case. IT/Technical business analysis - the interpretation of business rules and requirements for technical and business systems. Process definition and design. Process identification and process modelling. The business process modelling and design. Solution assessment and validation through verification of the correctness of a proposed solution, support the implementation of a solution and assess possible shortcomings in the implementation. continuous process improvement.

ENQUIRIES : Ms. Avhatakali Nemukula/Mr. Vuyolwethu Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/278 : **SENIOR PROVINCIAL INSPECTOR REF NO: REFS/057011 (X3 POSTS)**
Chief Directorate: Traffic Management

SALARY : R338 106 per annum, plus service benefits
CENTRE : Head Office Johannesburg
REQUIREMENTS : A Grade 12 certificate or higher education. 3-5 years practical experience as PI. valid driving license-code B. Basic traffic diploma or equivalent qualification. No criminal record or pending case against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organization. Language. Good verbal and written communication skills. Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement document. Knowledge of Firearm and Ammunition Act. 60/2000. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Operational guidelines on law enforcement equipment. Records management. Resource management. Customer relationship management. Literacy (Written and verbal communication skills in at least two of the provincial languages. Conflict resolution skills. Driving skills. Negotiation skills. Interpretation skills. Legal evidential skills Observation skills. (moving violations/defects). Ability to work under pressure. Mentoring & coaching skills.

DUTIES : Management and supervision of subordinates (People Management). Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, Identify and advise management on hazardous locations. Participate in traffic Policing projects and speed testing operations. Issue notices and execute arrests under relevant acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Enforce road traffic, public passenger, transport and other relevant legislation. Implement planned approved traffic law enforcement activities. Ensure free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers license and Motor vehicle and monitor compliance at Driver License Testing Centres (DLTC) and vehicle testing stations (VTS). Conduct Learner and Driver License Test. Conduct vehicle road worthy test. Monitor Compliance of DLTC and VTS. Provide visible

traffic control/policing and promote ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorist and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e damaged road surfaces, breakdown of vehicles) Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operation plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain Professional corporate image of Directorate: Traffic Law enforcement. ASSESS ROAD CONDITIONS. Identification of Hazardous area and drafting of reports on conditions of roads. Monitor traffic volumes. Participate in road safety programmes. Development of pedestrian projects. Mentor and Coach Provincial Inspectors on Probation and appointed PIs. Facilitate training and development of PIs on probations. Assess competencies of PIs on probation. Mentor appointed PIs on further development needs.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/279 : **SENIOR PROVINCIAL INSPECTOR REF NO: REFS/057000**
Chief Directorate: Traffic Management

SALARY : R338 106 per annum, plus service benefits
CENTRE : Head Office Johannesburg
REQUIREMENTS : A grade 12 certificate or higher education. 3-5 years practical experience as PI. valid driving license-code B. Basic traffic diploma or equivalent qualification. No criminal record or pending case against you. . Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organization. Language. Good verbal and written communication skills. Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement document. Knowledge of Firearm and Ammunition Act. 60/2000. Code of conduct. Dangerous goods. Departmental policies. Guidelines from Director of Public Prosecutions. Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Operational guidelines on law enforcement equipment. Records management. Resource management. Customer relationship management. Literacy (Written and verbal communication skills in at least two of the provincial languages. Conflict resolution skills. Driving skills. Negotiation skills. Interpretation skills. Legal evidential skills Observation skills. (moving violations/defects). Ability to work under pressure. Mentoring & coaching skills.

DUTIES : Management and supervision of subordinates (People Management). Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, Identify and advise management on hazardous locations. Participate in traffic Policing projects and speed testing operations. Issue notices and execute arrests under relevant acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Enforce road traffic, public passenger, transport and other relevant legislation. Implement planned approved traffic law enforcement activities. Ensure free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers license and Motor vehicle and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle

Testing Stations (VTS). Conduct Learner and Driver License Test. Conduct vehicle road worthy test. Monitor Compliance of DLTC and VTS. Provide visible traffic control/policing and promote ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorist and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the firearm and Ammunition Act 60/2000.Compliance with activities as outlined in the operation plan. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain Professional corporate image of Directorate: Traffic Law enforcement. Assess Road Conditions. Identification of Hazardous area and drafting of reports on conditions of roads. Monitor traffic volumes. Participate in road safety programmes. Development of pedestrian projects. Mentor and Coach Provincial Inspectors on Probation and appointed PIs. Facilitate training and development of PIs on probations. Assess competencies of PIs on probation. Mentor appointed PIs on further development needs.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/280 : **COMMUNICATION OFFICER REF NO: REFS/057040**
Chief Directorate: Corporate Management Services

SALARY : R338 106 per annum, plus service benefits
CENTRE : Head Office Johannesburg
REQUIREMENTS : A Grade 12 certificate plus a Degree / Diploma in Corporate Communication / Communication / Public Relations computer literacy. Understanding of communications, communication research, and government communication will be an advantage. All valid relevant driving licenses (A and EC). No criminal record or any pending cases against you. No criminal record or any pending cases against you. Knowledge and Skills: Relevant legislation and public service regulations. Relevant Traffic and Safety legislations and GPG legislation. Understanding of the department's strategic objectives. Knowledge of political and parliamentary processes. Knowledge and understanding of departmental strategic priorities and programmes. Knowledge and understanding of the target market various Gauteng community needs and challenges. Intergovernmental and Stakeholder relations management. Knowledge of advertising and promotions. Knowledge and information management. Project management. Problem solving Written and verbal communication skills. Computer literacy. Monitoring and evaluation skills. Report writing skills. Public speaking. Presentation skills. Public relations. Events management skills.
DUTIES : Market departmental projects and programmes. Organise exhibitions on various departmental programmes and events. Promote the department's brand on safety and security projects. Conduct onsite visits to communities to identify information needs. Coordinate meetings with departmental stakeholders for marketing purposes. Ensure public access to departmental information at Multi-Purpose Centres around the province. Collate feedback on impact of marketing campaigns of the department. Support departmental events organised both internally and externally. Coordinate and manage exhibitions. Undertake tasks as delegated by programme coordinator. Attend Stakeholder meetings for planning events. Compile the portfolio of evidence. Circulate internal information to staff. Support with branding on all departmental events. Write articles for the departmental newsletter.
ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/281 : **ADMINISTRATION OFFICER REF NO: REFS/057034**
Chief Directorate: Traffic Management

SALARY : R338 106 per annum, plus service benefits
CENTRE : Northern Corridor
REQUIREMENTS : Grade 12/matric. Three-year experience in Administration/Auxilia services or relevant field. No criminal record or any cases pending against you. A valid code 08/10 driver’s licence Knowledge and Skills: Planning, Organising,

Customer service, Service delivery, Communication, Computer literacy, Administration Skills, Record keeping, Inventory management.

DUTIES : Assist the mana er with re ort within for the office. Design administrative systems for the office. Maintain an effective and efficient records management. Coordinate filing of documentation, correspondence. Oversee all administrative tasks in relation to Traffic Management. Supervise all administration staff. Assist the manager with report writing for the office. Ensures the safekeeping of all documentation are in line with relevant legislation and policies. Renders administrative support services- Ensures the effective of information and documents to and from the office. Responds to enquiries received from internal and Head Office. Handle the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit. Obtains the necessary signature on documents like procurement advice and monthly salary report. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/ decisions and communicates to relevant role-players, follow-up on progress made. Drafts documents as required. Collects, analyses and collates information requested by the unit.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/282 : **PNA2 PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: REFS/056984**
Chief Directorate: Provincial Secretariat

SALARY : R337 359 per annum, plus service benefits
CENTRE : Braamfontein
REQUIREMENTS : A Grade 12 and a relevant Basic R425 qualification i.e. Diploma/Degree in Nursing (NQF level 7) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Where applicable completion of community service. No criminal record or any cases pending against you. Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Care Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Good Communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking skills, Problem solving skills, Information Management Knowledge Management, Planning & Organising, Computer Literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care): Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Report and communicate on the continuity of care to the caregivers and members of the health team. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user's belief. Implement standards, practices, criteria and indicators for quality nursing (quality of practice): Maintain a plan to improve the quality of nursing and health care. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Actively engage in the education and training of students in the health care system. Perform or carry out interventions ranging from personal care with active involvement of patients and other members of the team. Develop and document interventions and progress of patients to facilitate continuity of care.

Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Identify health indicators and risk factors and conduct client satisfaction surveys. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care: Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Implement patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Contribute to the education and professional development of students. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Implement quality improvement plan, the Nursing Act and Regulations, the Code of Ethics and Professional Practice of the South African Nursing Council. Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health & Safety legislation. Maintain a constructive working relationship with nursing and other stakeholders: Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Communicate with the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Participate in health promotion and illness prevention initiatives. Implement nursing interventions to achieve expected outcomes.

ENQUIRIES : Mr. Tshidiso Chabane/ Mr. Vuyo Sondo Tel No: (011) 689 3845/ 3723/ 3847

POST 38/283 : **PROVINCIAL INSPECTOR REFS/057014 (X2 POSTS)**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Gauteng Freeway Unit
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver’s license, at least a code B. 1 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance with DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs.

		Promote effective and efficient delivery service to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
ENQUIRIES	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
POST 38/284	:	**PROVINCIAL INSPECTOR REF NO: REFS/056983 (X2 POSTS)** Chief Directorate: Traffic Management
SALARY	:	R280 278 per annum, plus service benefits
CENTRE	:	Croesus Region
REQUIREMENTS	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
DUTIES	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
ENQUIRIES	:	Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847
POST 38/285	:	**PROVINCIAL INSPECTOR REF NO: REFS/056992** Chief Directorate: Traffic Management
SALARY	:	R280 278 per annum, plus service benefits
CENTRE	:	Soweto Region (Transport Inspectorate)
REQUIREMENTS	:	Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
DUTIES	:	Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow

of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/286 : **PROVINCIAL INSPECTOR REF NO: REFS/056993**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Mabopane (Transport Inspectorate)
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver’s license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/287 : **PROVINCIAL INSPECTOR REF NO: REFS/056994**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Wadeville Region
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.
ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/288 : **PROVINCIAL INSPECTOR REF NO: REFS/057006**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Heidelberg Region/District (TLES)
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.
DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort

abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centers (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/289 : **PROVINCIAL INSPECTOR REF NO: REFS/057007**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Merafong Region: Law Enforcement Services
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/290 : **PROVINCIAL INSPECTOR REF NO: REFS/057012**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Merafong Region: Transport Inspectorate

REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/291 : **PROVINCIAL INSPECTOR REF NO: REFS/057014 (X2 POSTS)**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Gauteng Freeway Patrol
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of

DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/292 : **PROVINCIAL INSPECTOR REF NO: REFS/057026**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Saturation Unit
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/293 : **PROVINCIAL INSPECTOR REF NO: REFS/057027 (X2 POSTS)**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Croesus
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport

policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/294 : **PROVINCIAL INSPECTOR REF NO: REFS/057008**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Vereeniging Region (TLES)
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver’s license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of

vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/295 : **PROVINCIAL INSPECTOR REF NO: REFS/056994**
Chief Directorate: Traffic Management

SALARY : R280 278 per annum, plus service benefits
CENTRE : Wadeville Region
REQUIREMENTS : Matric Certificate plus Traffic Officer's Diploma and a valid driver's license, at least a code B. 01 year of practical experience in traffic law enforcement. No criminal record or case pending against you. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Knowledge and understanding of road traffic and public transport policies and regulations. Completion of law enforcement documents. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of the Firearms and Ammunition Act 60/100. Knowledge of departmental guidelines on overload control and escort duties (Transport Handbook) 11. Ability to work under pressure. Good observation skills. Good driving and negations skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation: Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities at and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure safe movement thereof and coordinate overload control management (including goods and passengers). Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC) and Vehicle Testing Stations (VTS): Conduct learner and driver license tests. (ii) Conduct roadworthy tests. Monitor compliance of DLTC and VTS. Provide visible Traffic Control/Policing and promote/ensure crime prevention activities: Assist in planning visible traffic policing by assisting motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrol roads in dedicated areas and warn motorists at hazardous locations (i.e., damaged road surfaces, breakdown of vehicles). Perform all administrative activities and related duties: maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain a professional corporate image of the Directorate: Traffic Law Enforcement.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane 011 689 3845/ 3723/ 3847

POST 38/296 : **ADMINISTRATION CLERK REF NO: REFS/056969**
Chief Directorate: Traffic Management

SALARY : R237 453 per annum, plus service benefits
CENTRE : Head office: Central Corridor
REQUIREMENTS : A Grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and

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

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/297 : **ADMINISTRATION CLERK REF NO: REFS/056958**
Chief Directorate: Traffic Management

SALARY : R237 453 per annum, plus service benefits
CENTRE : Far East Rand Regional Office
REQUIREMENTS : A grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.
DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/298 : **ADMINISTRATION CLERK REF NO: REFS/056971 (X2 POSTS)**
Chief Directorate: Traffic Management

SALARY : R237 453 per annum, plus service benefits
CENTRE : Administrative Support Services (Northern Corridor)
REQUIREMENTS : A grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge.

Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.

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

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/299 : **ADMINISTRATION CLERK REF NO: REFS/056966**
Chief Directorate: Corporate Management Services

SALARY : R237 453 per annum, plus service benefits
CENTRE : Security Management: Head Office (Johannesburg)
REQUIREMENTS : A grade 12 (NQF Level 4) certificate or equivalent. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Planning and organisation. Language. Good verbal and written communication skills.

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

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/300 : **SECRETARY LEGAL SERVICES REF NO: REFS/056961**
Chief Directorate: Corporate Management Services

SALARY : R237 453 per annum, plus service benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. No criminal record or any pending cases against you. Knowledge and Skills: Language skills and the

ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial/receptionist support service to the office of the executive authority. This would, inter alia, entail the following: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office of the executive authority. Co-ordinate appointments with the appointment's secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office. This would, inter alia, entail the following: Liaise with travel agencies to make travel arrangements for the staff of the office and the executive authority. Arrange meetings and events for the office of the executive authority. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office of the executive authority. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. This would, inter alia, entail the following: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the executive authority.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/301 : **SECRETARY SECURITY AND FACILITY REF NO: REFS/056975**
Chief Directorate: Corporate Management Services

SALARY : R237 453 per annum, plus service benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. No criminal record or any pending cases against you. Knowledge and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial/receptionist support service to the office of the executive authority. This would, inter alia, entail the following: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office of the executive authority. Co-ordinate appointments with the appointment's secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provide clerical support to the office. This would, inter alia, entail the following: Liaise with travel agencies to make travel arrangements for the staff of the office and the executive authority. Arrange meetings and events for the office of the executive authority. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office of the executive authority. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. This would, inter alia, entail the following: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the executive authority.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/302 : **SECRETARY REF NO: REFS/056967**
Chief Directorate: Provincial Secretariat

SALARY : R237 453 per annum, plus service benefits
CENTRE : Southern Corridor
REQUIREMENTS : Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. No criminal record or

any pending cases against you. Knowledge and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial/receptionist support service to the office of the executive authority. This would, inter alia, entail the following: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office of the executive authority. Co-ordinate appointments with the appointment's secretary. Type documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the office. This would, inter alia, entail the following: Liaise with travel agencies to make travel arrangements for the staff of the office and the executive authority. Arrange meetings and events for the office of the executive authority. Identify venues, invite role players and organise refreshments. Process the travel and subsistence claims of the staff of the office of the executive authority. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, refreshments, etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. This would, inter alia, entail the following: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the executive authority.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847 (During office hours 08:00am to 16:00pm).

POST 38/303 : **RECEPTIONIST REF NO: REFS/056955**
Chief Directorate: Provincial Secretariat

SALARY : R201 093 per annum, plus service benefits
CENTRE : Braamfontein
REQUIREMENTS : NQF level 4. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge and skills: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to the office of the executive authority. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Coordinate the diary of the executive authority. Compile schedules of appointments for the executive authority. Maintain and control visitor register.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

POST 38/304 : **GROUNDSMAN REF NO: REFS/056950**
Chief Directorate: Traffic Management

SALARY : R170 226 per annum, plus service benefits
CENTRE : Southern Corridor
REQUIREMENTS : NQF level 4. No experience required. No criminal record or any pending cases against you. Knowledge and Skills: Knowledge and skills: Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication. Telephone etiquette.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to the office of the executive authority. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Coordinate the diary of the executive authority. Compile appointment schedules for the executive authority. Maintain and control the visitor register.

ENQUIRIES : Mr. Tshidiso Chabane/ Ms. Dolly Seboane/ Tlalane Koenane Tel No: (011) 689 3845/ 3723/ 3847

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx

FOR ATTENTION : Human Capital management

CLOSING DATE : 09 November 2026

NOTE : Applications must be submitted on a duly online completed Z83 form It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Preference will be given to people with disabilities, and they will be exempted from a driver's license requirement. Applications should be submitted strictly online at https://jobs.gauteng.gov.za/Public/Jobs.aspx or http://jobs.gauteng.gov.za/Public/Jobs.aspx and it should be accompanied by a most recent Z83 form which may be obtained from any Public Service Department or on the internet at www.gov.za/documents. and comprehensive Curriculum Vitae (CV), certified copies of qualifications and Identity will be submitted upon request (no postal or hand delivery applications will be accepted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. The certificate for entry into SMS and full details can be sourced by the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/.
Preference will be given to female applicants for SMS posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments; one will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The Selection panel shall score both technical exercises as an additional criterion in the interview process. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Failure to comply with the above instructions of specifically attaching a recent Z83 and a comprehensive CV will result in applications being disqualified.

MANAGEMENT ECHELON

POST 38/305 : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/057044**
Chief Directorate: Corporate Management

SALARY : R1 317 384 per annum, (all-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus NQF level 7 as recognised by SAQA in Human Resource Management/Public Management/Business Management or relevant qualification. Coupled by a minimum of 5 years' experience at a Middle /Senior Management level in Human Resource Management in the Public Service. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. Competencies: Knowledge and understanding of legislative and Policy framework governing the Human Resource Management in the Public Service. Knowledge and understanding of Human Resources Mechanisms, Institutional processes and systems regulating the practice of Human Resources in the Public Service. Knowledge and understanding of Departmental Strategic focus and Human Resource priorities, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and

Customer Focus, Communication, and Honesty and Integrity. A valid driver's licence.

DUTIES : Organisational Development and Change Management: Lead organisational design, structure and post establishment management, job evaluation, job profiling, business process mapping and work-study investigations. Develop and implement organisational change interventions, human resource plans and policies aligned with departmental priorities and available resources. Human Capital Planning and Talent Management: Provide strategic leadership in workforce planning, recruitment, selection, retention, career development, succession planning and employment equity. Oversee talent management and development programmes, including training, bursaries, learnerships, internships, mentorship, and leadership development. Direct the implementation of the departmental Human Resource Plan, Human Resource Development Strategy and Workplace Skills Plan. Oversee remuneration, conditions of service, personnel administration, and human resource information systems. Performance Management and Development: Lead the implementation and monitoring of the Performance Management and Development System (PMDS), including performance assessment, moderation, reporting, recognition and management of underperformance and disputes. Utilise performance information to inform talent development, accountability, and organisational effectiveness. Employee Relations, Health, and Wellness: Provide strategic oversight of labour relations, grievances, disciplinary processes, collective bargaining, negotiations, and dispute resolution. Direct employee health and wellness programmes and oversee the implementation of occupational health, safety, and environmental management initiatives. Strategic Leadership, Governance and Resource Management: Provide strategic and operational leadership to the Directorate, ensuring achievement of performance targets and compliance with applicable legislation, policies, and public service prescripts. Manage the Directorate's budget, human resources, performance, skills development, leave administration and internal controls. Oversee audit findings, risk management and corrective actions to strengthen governance and accountability. Develop employees, manage workplace conflict, and promote ethical conduct and a high-performance culture. Provide strategic advice to departmental leadership on organisational effectiveness, workforce capability, talent management, employee relations and human capital risks to enhance institutional capacity and service delivery.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/306 : **DIRECTOR: TRADITIONAL INSTITUTIONAL MANAGEMENT REF NO: REFS/057047**
Chief Directorate: Intergovernmental Relations and Traditional Institutional Management

SALARY : R1 317 384 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7 as recognized by SAQA in Development studies or relevant qualification. Coupled by 5 years' experience at a Middle /Senior Management level in Traditional and Khoisan Institutional Management. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Governance (NSG) prior to the appointment being made. A Certificate of Competency, issued by a recognised Senior Traditional Leader, as a male or female initiate, will be an added advantage; being a South African Citizen and having a valid driver's licence is a requirement. Competencies: Knowledge and understanding of Customary Initiation Act, Policy guidelines, Policy development, Legislation development and implementation, Institution of Traditional Leadership, Customary Initiation, Public Finance Management Act and Public Service Processes. A valid driver's license.

DUTIES : Provide good governance and financial management support to Traditional and Khoisan institutions: In collaboration with the traditional councils develop annual budgets, cashflow projections and facilitate payments in accordance with the PFMA and its regulations against the agreed budget. Review quarterly financial reports, bank statements and performance reports. Ensure that traditional councils and the local house sit at least once a quarter. Review the minutes of traditional council and meetings of the local house and assist the institutions in implementing the resolutions. Ensure that the code of conduct

for traditional leaders, traditional councils and the local house is adhered to in accordance with the TKLA. Provide support to Traditional and Khoisan communities with rural development initiatives and land administration services. In collaboration with the traditional council, community and leader identify projects and programmes that aligns to the support framework from the Department of Agriculture. Support traditional communities, councils and leaders in their land claims or restitution programmes. Ensure land administration in the traditional councils are aligned to the legislative frameworks, set up systems for land administration in the traditional communities and councils; and ensure the traditional councils implement and support government programmes relating to rural development and land administration. Establish, support, and monitor the provincial initiation coordinating committee: Establish the Provincial Initiation Coordination Committee as prescribed in legislation. Establish the Provincial Initiation Monitoring Team in line with legislative prescripts. Provide financial and administrative support to the Provincial Initiation Coordinating Committee and the Provincial Initiation Monitoring Team in line with legislative prescripts. Ensure regular training and development of the Provincial Initiation. Coordinating Committee, Provincial Initiation Monitoring Team, traditional surgeons, and principals. Provide secretariat support to the Provincial Initiation Coordinating Committee and the Provincial Initiation Monitoring Team regarding coordination of meetings, minute taking and the implementation of resolutions; and Develop systems of the applications received, approved, and rejected. Establish and implement the recommendation of the commission on traditional leadership, disputes, and claims: In collaboration with the Office of the Premier, establish a Commission on Traditional Leadership Disputes and Claims, by ensuring the establishment is published in a government gazette, the Premier approves the recommended commissioners, and their terms of reference is spelt out and published. Ensure the systems for the payment of commissioners is developed and approved by the Head of Department. Provide secretariat support to the commission by facilitating hearings, minuting the meetings of the commission, and recording the hearings. Register all claims and disputes presented to the Department and communicate with the applicants confirming receipt of the applications, advising them of the process to be followed and communicating the hearing dates. Implement the recommendations of the commission in line with the legislative requirements; and ensure that all traditional leaders recognised through this process is published in a provincial gazette and certification issued in line with legislative prescripts. Establish and support traditional and Khoi San leaders houses and councils to perform the legislative functions: Ensure members of the traditional council, local houses, and the provincial house complies with the legislative requirements for sitting in these structures. Establish traditional councils, local houses, and a provincial house in line with legislative prescripts. Ensure that a Magistrate or Judge swears in traditional councils, local houses, and the provincial house before commencing their duty. Provide financial and administrative support to the traditional councils, local and provincial houses in line with legislative prescripts. Provide training and development support to the local and provincial houses in line with the legislative prescripts. Provide infrastructure and tools of trade for the traditional councils, local houses, and the provincial house in line with legislative prescripts. Ensure traditional councils, local houses, and the provincial house sits at least once a quarter, that their meetings are minuted and resolutions implemented. Ensure that the Provincial and Local houses contribute to legislation, municipal by-laws and policy development that affects rural development, land administration and traditional communities. Ensure that traditional councils, local and provincial houses support government programmes; Ensure that the Provincial and Local houses provide annual reports to the Provincial Legislature and the municipal council. Ensure compliance with the Traditional and Khoisan Leadership Act and the Customary Initiation Act: Facilitate the establishment of traditional councils through hosting free and fair elections. Ensure that areas of jurisdiction, recognition of traditional leaders and the establishment of traditional councils are published in a government gazette in line with legislative prescripts. Support traditional councils to manage their finances and perform their administrative functions through training and development, infrastructure support, tools of trade and funding. Ensure the memorandum of agreement is adhered to by both traditional councils and ensure that expenditure is in line with the agreed budget. Ensure that traditional councils enter sound

partnerships with government, civil society organisations and the private sector. Disestablish traditional authorities in line with legislative prescripts. Ensure that traditional leaders are recognised in line with the legislative prescripts, participate in municipal councils in line with the Municipal Structures Act. Review and align provincial legislation to that of the TKLA by preparing a provincial policy framework that EXCO adopts, consult drafting legislation with interested and affected parties, and ensure that the bill follows the legislative programme before being enacted. Establish a database of principals, surgeons, and initiates for each initiation season. Monitor initiation schools during the initiation season to ensure legislative compliance and close customary initiation schools that do not comply. Collaborate with the Departments of Health, Community Safety, Education and Social Development to ensure compliance with related legislation and ensure that the health and social well-being of initiates is protected. Collaborate and support municipalities in the implementation of the Customary Initiation Act; and facilitate regular awareness-raising programmes at the community level targeting parents and initiates. Management of Directorate: Manage and solve conflict within Directorate. Manage the Budget of the Directorate. Manage the skills development plan of the Directorate. Manage the PMDS of the Directorate. Manage the leave management of the Directorate and Manage the audit finding and queries of the Directorate.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

OTHER POSTS

POST 38/307 : **DEPUTY DIRECTOR: IDP COORDINATION REF NO: REFS/057049**
Directorate: IDP Coordination

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7 in Town and Regional Planning, Development Studies, Development Planning, Monitoring and Evaluation, Public Management, or relevant qualification as recognised by SAQA. Coupled with 3-5 years of experience at a supervisory (ASD) level either at municipal or provincial/national level or a combination of these and, preferably in the Integrated Development Planning, intergovernmental planning, spatial planning, or related field. Competencies: Personal and corporate leadership skills, Interpersonal relations, Analytical Thinking, Research skills, Facilitation and presentation skills, Project Management, Assertiveness, Computer skills, Conflict resolution skills, Networking skills, Negotiation skills, Teamwork, Work independently and Planning and organizational skills. A valid driver's licence.
DUTIES : Facilitate and coordinate the development and implementation of credible IDPs in municipalities: Provide technical, strategic support and monitoring towards the development of compliant IDPs. Facilitate the Integrated Development Planning Process on behalf of the MEC for COGTA in the Gauteng City Region. Facilitate the compliance, credibility, and implementation of Municipal IDPs as per legislation (Municipal Systems Act of 2000). Facilitate broad sectoral engagements to coordinate joint planning and collection of community needs by Municipalities as well as ensure that they are incorporated into municipal and provincial plans. Facilitate the process of submission of final IDPs to Municipal Council for approval before submission to COGTA. Ensure the circulation and incorporation of gazetted GPG projects in Municipal Final IDPs. Ensure alignment of Municipal IDPs with DDM. Conduct analysis on Municipal Process Plans. Facilitate engagements for the Provincial IDP Managers Forum. Facilitate and ensure the coordination of alignment of municipal IDPs to National and Provincial priorities and plans: Facilitate and coordinate sectoral support to ensure that Municipal IDPs are reflective of both National and Provincial priorities. Facilitate the alignment of provincial plans to municipal community needs. Ensure the review and implementation of provincial IGR calendar. Mobilise provincial and national sector departments to participate in municipal IDP Processes. Coordinate the inputs of sectoral departments and SOEs into the development of the Provincial IDP Analysis Framework. Prepare EXCO submission on the findings of IDP assessment. Develop, implement, and review the Intergovernmental Planning Framework. Represent the department at the National IDP Coordinators Forum and report thereof and share best practice to the forum. Coordinate the development, implementation, and review of DDM One Plans across the Gauteng City Region: Coordinate

and participate in the DDM IGR Coordinating platforms. Ensure DDM is incorporated in provincial and municipal plans. Facilitate necessary engagements with relevant GPG sector departments. Management of staff: Manage human resource in relation to all IDP and DDM work. Management of staff leave through ESS. Facilitate and coordinate the mid-year and final year performance reviews of staff. Report on ad-hoc activity management. Facilitate the execution of all non-contracted work activities as and when requested by the authorities. Prepare reports and minutes for meetings and workshops attended. Participate in the Bid Evaluation Committee sittings for selection of biding applicants, where necessary. And prepare Service Level Agreements for approved projects where necessary.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/308 : **DEPUTY DIRECTOR: CAPACITY DEVELOPMENT REF NO: REFS/057051**
Directorate: Capacity Development

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7 in Human Resource Development / Human Resource Management / Industrial Psychology or relevant qualification as recognised by SAQA. Coupled with 3-5 years of experience at a supervisory (ASD) level in Human Resource Development / Capacity Building environment. A Skills Development Facilitator and Education Training and Development Practitioner Certificates will be an added advantage. Competencies: Strategic Thinking, Stakeholder management, Conflict Management, Communication, Project Management, MS office, Report Writing, Budget Management, Leadership, capability and strategic thinking, Interpersonal skills, Supervisory Skills, Planning and Organizing, Risk Management and Problem Solving. A valid driver's licence.

DUTIES : Monitor and ensure support in the implementation of the scarce and critical skills strategy: Provide guidance and advice with regards to the implementation of the scarce and critical skills strategy through municipal engagements. Ensure the coordination and facilitation of meetings with municipalities with regards to the scarce and critical skills strategy. Manage the relationship between Local Government (LG) SETA and the Municipalities. Represent both COGTA and municipalities at LG SETA engagements. Manage the relationship between key stakeholders and Municipalities. Represent Gauteng CoGTA at DCOG (national COGTA) meetings, and report on capacity building initiatives in the province. Manage the updating of monthly reports timeously. Ensure the provision of quarterly reports timeously. Quality assure and ensure the provision of quarterly reports timeously. Provide technical and hands on support to the training and learning development units in municipalities: Monitor and ensure the compilation of the Workplace Skills Plan and Annual Report by all 11 Municipalities as well as the skills audit process. Develop Skills Audit Template and process flow. Provide guidance and support on implementation of Skills Audit process. Ensure the functioning of Workplace Skills Committees in Municipalities. Direct and facilitate capacity building programs through coordination, collaboration, leveraging and consolidation of various sector initiatives and strategic established stakeholders. Share knowledge and best practice with regards to capacity building. Manage and facilitate various engagements including stakeholder engagements, joint HR forums. Facilitate and manage capacity building programs for municipalities (Soft Skills): Ensure the development of materials for selected soft skills training. Manage and coordinate trainings at various municipalities. Facilitate the identified trainings. Manage the update monthly reports timeously. Quality assure and ensure the provision of quarterly reports timeously. Perform Deployment functions at identified municipalities: Manage and provide support at identified municipalities in respect to Pillar 5: Building Institutional Capabilities namely. Monitor senior vacancies. Monitor critical vacancies and scarce vacancies. Report on training that is facilitated by COGTA. Follow-up and action the recommendations made by South African Board of People Practice (SABPP). Lead the pillar in meetings with both the identified municipalities and the CoGTA team. Manage and update all progress reports. Escalate all challenges to both CoGTA and identified municipalities. Management of Sub Directorate: Management of day-to-day operations. Plan and delegate work and monitor progress. Manage weekly, monthly, and quarterly meetings. Manage the skills development plan of the Sub Directorate. Manage the PMDS of the Sub

Directorate. Manage the audit finding and queries of the Sub Directorate. Facilitate the review and planning sessions and the submission of the strategic, operational plans, reports of the programme.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/309 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: REFS/057054**
Directorate: Supply Chain Management

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 7 in Supply Chain Management / Logistics or relevant qualification. Coupled with a minimum of 3-5 years' experience at an Assistant Director level in Demand Management environment. Competencies: Knowledge and understanding of legislative and policy framework regulating Asset Management processes, procedures, and systems. Knowledge Public Finance Management Act. PPPFA, PPPFA Regulations, SCM Practice notes, All the SCM Prescripts, Asset Management skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, conflict management skills, Interpersonal Skills, Planning and Organizing skills, Leadership Skills, and Financial Skills. A valid drivers' licence.

DUTIES : Manage the process of request for demand and acquisition of goods and Services: Ensure that Annual Demand plan is compiled annually. Ensure that Demand Plan reports are aligned to departmental operational plans and activities. Monitor and manage leads time response versus requisitions and service delivery turnaround times from suppliers. Analyse, monitor and process all procurement transactions prior each financial year. Oversee management of stores management pertain to stores items. Monitor and manage validity of SAP transactions within the system by requesting management SAP reports. Advise and engage management on new policies in respect of procurement matters i.e. bidding process, contract management, practice notes and continuous improvement tender administration reforms. Engage business units with regards to status of their respective demand plans) and Effectively advice management on new policies regarding procurement matters. Manage and implement systems to ensure deliveries of goods, services and payments: Ensure that goods and or service received from suppliers is in line with PO issued and further ensure that they are in good condition, correct stock prior handing it over to the relevant unit. Ensure that RLS-02 (Good Confirmation) are captured on time when receiving invoice. Ensure constant follow-ups on all outstanding orders are recorded and suppliers are informed in writing. Monitor and advise on all tolerances (Price differences). Monitor and speed up all outstanding payments on Cockpit Web cycle and missing GRV'S daily. Ensure that all internal and external queries are attended within 2 days and query register is maintain for official purposes. Ensure invoices for goods and service rendered are processed on timeously within turnaround time of 10 days. Expedite, and Engage directorates regarding the delivery of goods and services rendered for invoicing. Engage business units with regards to status of their respective invoices (outstanding and paid invoices). Ensure that reorder levels are maintained for all store related items. Ensure that internal requisition forms (VA2) are signed properly by designated official's prior issuance of stock. Ensure the provision of secretarial support in departmental demand committee: Ensure that BAC (Bid Adjudication Committee) agendas are compiled correctly. Manage the distribution of agendas and minutes to all members at least on the two days prior to the meetings. Check and ensure that minutes of the meetings are correctly taken, and clients are informed in writing of the outcome. Act as advisor to the adjudication evaluation panels. Arrange ad hoc meeting and ensure the recording of deliberations of the meetings. Coordinate and support with the development of request for proposal/Specifications. Ensure that the projects are aligned to the strategic objectives of the department. Ensure that the Procurement plan and Demand plans are aligned to the budget and submitted to GPT on time. Support the business units to develop specifications/Terms of reference. Review the specifications and Terms of reference before they are submitted to the Bid Committees. Management of Sub-Directorate: Management of the Sub-Directorate. Manage and solve conflict within the Sub-Directorate. Management of skills development plan of the Sub-Directorate. Management of the PMDS within the Sub-Directorate. Management of leave within the Sub-Directorate. Management of audit finding and queries of the Sub-Directorate.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/310 : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MONITORING, EVALUATION AND REPORTING (MUNICIPAL PROPERTY RATES COMPLIANCE) REF NO: REFS/057053**
Directorate: Municipal Finance Monitoring and Evaluation

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 7/ Degree in Property Studies, Real Estate and Property Estate Management or relevant qualification recognised by SAQA. Coupled with a minimum of 3 – 5 years' experience in property management environment. At least 3 years at supervisory (Assistant Director) level and 5 years' experience in property management environment. Competencies: Real estate, auditing, project management, data management, planning and research, data collection, management and analysis, report writing, analytical skills, problem solving, communication, presentation, project management, co-ordination, negotiation, managing conflict, financial management, strong computer literacy, report writing, monitoring, project management, sound knowledge of the Municipal Property Rates Amendment Act (MPRAA) and its supporting regulations as well as other related local government legislation. Understanding of public sector environment provincial and national legislation (DPSA Act & Regulations, PFMA), sound and interpretation of directives including managerial skills. A valid drivers' license.
DUTIES : Management of municipal compliance and implementation of the Municipal Property Rates Amendment Act (MPRAA): Monitor compliance and conduct assessment on municipal calendar events in terms of MPRAA. Manage, process, and advise on all applications, submissions and requests submitted to the department for condonations. Manage, process, and advise on all applications, submissions and requests submitted to the department for the extension of the validity of the municipal general valuation rolls. Advise municipalities on corrective measures where non-compliance with MPRAA is identified. Assessment of municipal property rates policies: Conduct assessment of draft and approved municipal property rates policies. Provide feedback on findings and recommendations to municipalities on the outcomes of the assessment of municipal property rates policies. Conduct workshops with municipalities and VABs on compliance and implementation of the Municipal Property Rates Amendment Act: Compile quarterly reports on the progress made on the implementation on the MPRAA and issues emanating from the VABs. Monitor and report on the resolutions taken from the MPRAA workshops. Management of stakeholders in terms of MPRAA related issues: Respond to various MPRAA related questions posed by the different stakeholders and oversight bodies including the Gauteng Provincial Legislature. Work with relevant stakeholders on MPRAA related issues i.e Property Rates related organisations. Liaise with the legal representatives / Senior State Counsel on Court issues about MPRAA and manage the outcome of such queries and results. Management of sub-unit: Manage human resources in terms of training and development. Management of performance management within the sub-unit. Management of sub-unit's annual performance and operational plan. Risk management within the sub-unit and Conflict management.
ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/311 : **ASSISTANT DIRECTOR: TRADITIONAL INSTITUTIONAL MANAGEMENT (CUSTOMARY INITIATION) REF NO: REFS/057052**
Directorate: Traditional Institutional Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Development Studies or a relevant SAQA-recognised qualification. A minimum of 3–5 years' experience working with the institution of Traditional and Khoi San leadership and/or within the customary initiation environment. A Certificate of Competency, issued by a recognised Senior Traditional Leader, as a male or female initiate, will be an added advantage. Competency: Knowledge of the Customary Initiation Act, No. 2 of 2021, policy guidelines and legislative processes, the institution of Traditional Leadership, customary initiation practices and the PFMA and Public

Service regulatory frameworks. Skills and Competencies: excellent communication and report writing, conflict handling and interpersonal skills, organising and time management, problem solving and project management, computer literacy and stakeholder coordination and facilitation. A valid driver's licence and South African citizenship are compulsory.

DUTIES : The incumbent will be expected to coordinate and support the Provincial Initiation Coordinating Committee (PICC): Develop and annually review Terms of Reference; coordinate stakeholder identification and appointment; facilitate quarterly meetings; minute proceedings; track resolutions; develop annual implementation plans; facilitate induction and training of PICC members. Provide administrative support to the PICC: Develop systems for processing applications received, approved, and rejected; communicate PICC decisions to applicants; prepare seasonal provincial statistical reports; manage fatalities emanating from initiation schools in line with legislative prescripts. Develop provincial policy and legislation on customary initiation: Draft provincial policy; consult stakeholders; coordinate legislative processes for province-specific legislation; facilitate EXCO approval and State Law Advisor pre-certification; ensure referral of the Bill to the Gauteng Provincial Legislature. Facilitate training, awareness, and stakeholder support: Develop concept documents for training and awareness programmes; coordinate annual training for PICC, Provincial Initiation Monitoring Teams, traditional surgeons, and principals; conduct community awareness programmes; coordinate printed communication materials (pamphlets, posters); facilitate media statements, press briefings and interviews before and after initiation seasons.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/312 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE (REVENUE ENHANCEMENT) REF NO: REFS/057050**
Directorate: Municipal Finance

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Finance/ Commerce, or relevant qualification as recognised by SAQA, coupled with a minimum of 3-5 years' relevant experience. Competencies: Sound knowledge of the administration and finances of the local government sphere with a focus on Revenue Enhancement. In-depth technical knowledge and the ability to review, develop and implement Revenue Value Chain and Debtor Management standards (e.g. Credit control policies, Recoverable debt and write off policies, Billing policies, Receipting, Tariff policies, Customer Care policies, Indigent policies, Standard Operating Procedures, innovative systems etc.). Understanding of applicable local government legislation, regulations, policies, and procedures especially the Municipal Finance Management Act (MFMA) and Municipal System Act (MSA). Finance related matters, departmental and municipal priorities. Government Legislation (Public Finance Management Act (PFMA), SA Constitution, Treasury regulations and circulars, Division of Revenue Act, Municipal Structures Act, Municipal Budget policy and National Credit Act). Supervisory experience, management of staff and knowledge of HR matters. Understanding of GPG and Departmental priorities and needs of stakeholders and Project Management body of Knowledge. Driver's License.

DUTIES : Conduct Revenue Enhancement Planning: Undertake diagnostic analysis of the status Qiu as it relates to Revenue Enhancement systems in Municipalities (Section 71 reports, Municipal engagements, CoGTA Municipal Finance M&E reports, Municipal Annual Performance reports). Inputting into the Annual Performance Plan for the Directorate. Inputting into the Operational Plan for the Directorate and inputting into the budget for the Directorate. Support on Municipal Revenue Enhancement: Assess and advise on all Tariff charges, time schedule, accounts layout, printing, and distribution of statements. Assess and advise on payment methods, pay points, control of 3rd parties, un-allocated payments. Coordinate advice for municipalities on corrective measures where revenue linkages are identified and coordinate advice for Municipalities on the new sources of Revenue. Support and engage with municipalities and stakeholders on Revenue Enhancement related enquiries: Support in responding to various Revenue Enhancement-related questions posed by the different stakeholders and oversight bodies including the Gauteng Provincial Legislature and work with relevant stakeholders on Revenue Enhancement related issues. Support with Revenue Enhance Project

Management/ Implementation: Ensure Municipal project engagements in Revenue Enhancement for by-in purposes. Ensure the preparation of Project Initiation Documents (Submission to HoD for project approval, Terms of reference, procurement processes, Service Level Agreements, Project, Plans and Skills Transfer Plans). Ensure the setting up of project steering committee meetings for monitoring purposes. Ensure the monitoring and reporting to different stakeholders regarding the Revenue Enhancement areas through monthly, quarterly, annual and presentations reports (COGTA executives, Premiers' Coordinating Forum, Legislature, Communities, Businesses, MEC's and MMC's Indaba, National COGTA, National Treasury, Provincial Departments, CFO's and Municipal Managers). Ensure the project close out processes (Post Project Support Plans, Close out reports and hand-over, Close out Municipal engagements). Coordinate Intergovernmental Relations in Revenue Management: Ensure the development of Regional Municipal support plan, Participating on the Regional task team meetings. Provide administrative support in meetings of the region. Report progress on the regional work and strengthen inter-governmental relations through the facilitation of meetings and forums in Revenue Enhancement. Management of the Division: Plan, delegate and provide direction on execution of work of my sub-ordinate. Review, quality assure, provide feedback and mentoring to junior staff members of the Division. Facilitate the development and training of junior officials in the Division. Monitor and approve leave for Division. Facilitating and coordinate the tools of trade for junior staff in the Division. Facilitate the performance and review of staff members in the Division. Providing regular feedback on performance of officials to improve performance and provide further guidance and on-the-job- training.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/313 : **ASSISTANT DIRECTOR: SOURCING AND SUPPLIER DEVELOPMENT REF NO: REFS/057048**
Directorate: Supply Chain Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6/ National Diploma in Supply Chain Management or Logistics, or relevant qualification as recognised by SAQA, coupled with a minimum of 3-5 years' experience in acquisition and contract management environment. Competencies: Knowledge and understanding of tender and contract management legislative framework in the Public Service; Knowledge and understanding of PFMA and other SCM Legislation; Knowledge of Department's procedures on tenders and contracts administration; Ability to work in a highly-pressured environment and driven by a sense of urgency to meet deadlines; Thorough understanding of policy formulation and co-ordination; Analytical Skills; Project Management Skills; Report writing skills; Communication Skills; Problem solving skills; Conflict management skills; Interpersonal Skills; Planning and Organizing skills; Leadership Skills; Coordination Skills; Analytical Skills; Contract management skills; Tender management skills; Team working; Supervision; Communication; Problem Solving and Analysis; Staff Development; Financial Management and Procedures; Budgeting Processes; Policies, procedures and legislations; Planning and co-ordinating; A valid driver's license.
DUTIES : Ensure the updating of suppliers' database on an ongoing basis; Ensure the registering of suppliers on departmental supplier database; Administer the updating of existing information of suppliers on database; Administer and maintaining effective systems and procedures for suppliers registration and accreditation; Ensure that goods are procured in line with PFMA, PPPFA, Treasury Regulations and Supply Chain Management Guidelines to Accounting Officers; Ensure the implementation of and adherence to policies and procedures; Ensure the submission of approved tender specifications (pack) to GDF for advertising on e-Tender Portal and Government Tender Bulletin; Conduct briefing sessions; Guide role players on policy and procedures during the tendering processes; Present SCM processes or background of the tender to the Bid Evaluation Committee members; Facilitate all bid committees; Ensure the preparation of BSC, BEC and BAC minutes; Ensure preparation of submissions to the Adjudication Committee; Ensure proper management and facilitation of tender processes; Ensure the preparation and coordination of all Public Adjudication Committee processes;

Presenting Tender and Sourcing processes to end- users; Compilation of monthly, quarterly and annual report on tenders to management and Provincial Treasury; Administer the invitation of quotations from the suppliers listed on the database; Oversee the obtaining of quotations; Ensure that goods and services are obtained from the suppliers who score the highest points according to the PPPFA.; Administer and maintain all records in respect of Requests for Quotations (RFQ); Communicate and save information about unreliable service providers; Interacting with CIPRO/DTI and National Treasury; Advice service providers on steps to follow to comply with the Departmental requirements; Facilitate the approval in respect of the awarding of quotations; Supervise the regular verification of VAT registrations and preferential point system; identify, assess, and prioritize risks of different projects within the supply chain; Measure, analyse, and manage the performance of a supplier; Ensure that supplier performance evaluation and reports are completed for proper management of contracts; Ensuring that a vendor adequately performs a contracted service; Monitor contract and commitment registers to ensure that the service providers are not under/ overpaid; Check that BAC (Bid Adjudication Committee) agendas are compiled correctly; Manage the distribution of agendas and minutes to all members at least on the two days prior to the meetings; Check and ensure that minutes of the meetings are correctly taken and clients are informed in writing of the outcome; Act as advisor to the adjudication evaluation panels; Arrange ad hoc meeting; Ensure the recording of deliberations of the meetings; Management of staff performance; Management of leave plan; Management of staff training and development; Coordinate activities of the division. A valid driver's license.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/314 : **OHS PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/057045**
Directorate: Human Capital Management

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENT : Matric plus NQF Level 6 in Environmental Health, Occupational Health and Safety, Safety Management. Coupled with a minimum 2 -3 years' experience in an Occupational Health and Safety environment. Registration with a professional body in either Health Professions Council of South Africa (HPCSA), Southern African Institute for Occupational Hygiene (SAIOH), or South African Institute of Occupational Safety and Health (SAIOSH) as a requirement. Competencies: Knowledge and good understanding on OHS Act (85 of 1993) Legislation and its related regulations; Knowledge of and the ability to implement directives on EHW, SHERQ, HIV and AIDS in the workplace; Problem solving; Analytical skills; Computer skills; Interpersonal skills; Presentation and facilitation skills; Report writing skills. A valid drivers' license.
DUTIES : Monitor and ensure compliance with OHS Act (85 of 1993) & collate reports on SHERQ activities in the department; Implement OHS Policy, Occupational Health and Safety Act (85 of 1993) and related Regulations; Investigate accidents/incidents and complaints of employees in the workplace; Coordinate medical screening and functional medical surveillance where necessary; Review the effectiveness of health and safety measures in the department; Develop Emergency Response policies, evacuation procedures for drills; Coordinate Emergency evacuation drills within the department; Coordinate and facilitate (formal/informal) training for OHS Committee and Representatives; Conduct awareness (posters, workshops, webinars, pamphlets etc) for target employees e.g. use of safety equipment, fire extinguishers, evacuation chairs and PPE usage; Develop and implement Emergency Response procedures. Appoint Emergency Response Team; Coordinate the appointment of OHS representatives and committee; Participate in monthly meetings when required to report on relevant health and safety matters; Establish guidelines that will regulate the functions, responsibilities and administrative aspects of the OHS committee and representatives; Facilitate and continuously review and update the appointment of the relevant OHS committee members and representatives; Coordinate the quarterly OHS committee meetings and/or when necessary ensure effective deliberations on OHS matters and implementation of all action plans thereof; Investigate complaints relating to employee's health and safety matters safety; regarding health and safety at the workplace; Report all OHS

committee functions, resolutions and action plans to appropriate authorities; Compile reports on inspections, incidents and accident investigations; Keep record and fill all OHS documents; Liaise with internal and external stakeholders e.g. municipality, disaster management, SAPS, OHS Committee, Contractors, HOD, Risk Management etc; Provide documents and information in the compilation of submissions of quarterly & annual reports to DPSA & OOP; Identify potential hazards and potential major incidents in the college; Conduct comprehensive Hazard Identification and Risk Assessment at the workplace; Conduct occupational health and safety/hygiene-related surveys e.g. lighting, ventilation etc. and make recommendations on control measures to be applied; Organize OHS compliance audits by appropriate authorities (Department of Labour etc on an annual basis); Undertake routine inspections and observations in respective work areas to monitor compliance with or violation of safety regulations, codes and standards; Establish Health & Safety inspections sheets and ensure that OHS Representatives (Reps) conduct such inspections on regular basis; Study, review and initiate appropriate action plans for all hazards and risks identified during OHS Reps inspections; Investigate all SHERQ-related incidents and accidents at the workplace, report same to relevant authorities, maintain accurate records thereof and initiate appropriate actions to prevent recurrence; Constantly strive to reduce occupational injuries, accidents and incidents at the workplace.

ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

POST 38/315 : **ADMIN CLERK: ASSET MANAGEMENT REF NO: REFS/057043**
Directorate: Supply Chain Management

SALARY : R237 453 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric or relevant qualification. Coupled with a minimum of 1 year working experience within Supply Chain Management environment. Competencies: A basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing, the Public Service and Basic knowledge of work procedures in terms of the working environment. Computer literacy in (MS Office, Word, Excel, PowerPoint, and email), good planning, interpersonal skills, good verbal and written communication skills and teamwork. valid driver's license.
DUTIES : Render asset management clerical support: Compile and maintain records (e.g asset records/databases), check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and obsolete equipment for disposal, verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system, request and receive quotations, capture specification on the electronic purchasing system, place orders, issue and receive bid documents, provide secretariat or logistical support during the bid consideration and contracts conclusion process, and compile draft documents as required. Render an effective filing and record management service: Opening and close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of documents and files, complete index cards for all files. Render logistical support services: Place orders for goods, receive and verify goods from suppliers, capture goods in registers databases, receive request for goods from end users, Issue goods to end users, maintain goods register, update, and maintain register of suppliers. Process documents for archiving and/ disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor.
ENQUIRIES : Caiphus/ Andy, cell: 071 474 7078/51

DEPARTMENT OF HEALTH

OTHER POSTS

POST 38/316	:	**HEAD OF UNIT (HOU) REF NO: TMRH/AHOU/10/2026 (X1 POST)** (re-advertisement) Directorate: Anaesthesia
SALARY	:	Grade 1: R2 168 145 per annum, (all-inclusive package) Grade 2: R2 370 741 per annum, (all-inclusive package)
CENTRE	:	Thelle Mogoerane Regional Hospital
REQUIREMENTS	:	Grade 12. Appropriate postgraduate qualification that allows for registration with the HPCSA as Medical Specialist. A minimum of three years' appropriate experience as a Specialist Anaesthetist after registration with the HPCSA as a Medical Specialist in Anaesthesia. Outstanding clinical skills in the field preferably in the public service environment. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and ORW. Understanding of basic Finance matters such as cost drivers and budget allocations. Knowledge of relevant health & labour legislation. Proven leadership skills. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
DUTIES	:	Assist the clinical manager with management and administrative duties within the anaesthetic department, and participate in hospital committees and Departmental activities. Teaching and training at an undergraduate and post graduate level. Supervision and delivery of anaesthesia services at Thelle Mogoerane Regional Hospital and its cluster as appropriate. Engagement in outreach activities of the department. Human capital management and other administrative duties as allocated. Participation in the research and publication agenda of the academic department. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).
ENQUIRIES	:	Dr. D. Mdluli Tel No: (011) 891 7000
APPLICATIONS	:	Applicants should quote the relevant reference number and submit through the following email address TMRH.Vacancies@gauteng.gov.za
NOTE	:	Applications should be submitted strictly online at the following email address: TMRH.Vacancies@gauteng.gov.za No hand-delivered, faxed applications will be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications submitted on the old Z83 form will not be considered. Each (Z83) application for employment must be fully completed, initialled, and signed by the applicant as per Circular no 3 of 2025. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Sections E, F and G: Space on the Z83 form is limited. Applicants must complete the three lines provided in each section. If further information is required, they may write "Refer to CV" or "See attached" only after completing those lines, provided that the CV or attachment contains the required information. All experience listed in the CV should be in chronological order and should indicate the employer, position and period of employment. The CV should indicate the start and end dates for each period of employment in DD/MM/YYYY format. The CV must include the names and locations of schools and institutions attended. The information on the new Z83 form must be consistent with the CV. Reference checks: Provide at least three (3) references, of which one must be the immediate supervisor. The Department reserves the right to conduct further verification where necessary. Failure to submit all the required information listed above may result in the candidate being disqualified. The question in Part F relating to conditions that prevent reappointment must be answered. The declaration must be completed and signed. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Only emailed applications will be considered. Correspondence will be entered into with shortlisted candidates only. If you have not been contacted within three (3) months after

the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right not to fill this post. It is a legislative requirement that all newly appointed staff members undergo and pass a Personnel Suitability Check (PSC) upon appointment. The verification process includes reference, identity, qualification and criminal record checks. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 5/1993. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process

CLOSING DATE : 06 November 2026

POST 38/317 : **MEDICAL SPECIALIST – PSYCHIATRY REF NO: TMRH/MSPSYCH/10/2026 (X1 POST)**
(Re-advertisement)
Directorate: Psychiatry Department

SALARY : Grade 1: R1 395 528 per annum, (all-inclusive package)
Grade 2: R1 592 274 per annum, (all-inclusive package)
Grade 3: R1 844 151 per annum, (all-inclusive package)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in psychiatry. Master of Medicine in Psychiatry (MMedPsych) and or a Fellowship of the College of Psychiatrists of South Africa (FCPsychSA). The ability to teach, train, do research and supervise research for academic degree purposes. Willingness to teach and train undergraduate and postgraduate students and other health care workers. **Grade 1**- experience not applicable, registration with HPCSA as Medical Specialist Psychiatry. **Grade 2**: 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 3:** 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry.

DUTIES : Management of psychiatry at Thelle Mogoerane Regional Hospital in the provision of clinical care to mental health care users, teaching of under- and post graduate students. Manage own service delivery. Clinical service delivery: evaluation, management, care, treatment and rehabilitation of mental health care users in an acute psychiatric unit in a general hospital setting as well as outreach services where appropriate. Ensure patient care is promoted to meet the National Core Standards for health, Batho Pele Principles and the Mental Health Care Act, 17 of 2002, and other relevant medico-legal regulations, aligning the needs of the population served with facilities in the hospital. Supervision of a multi-disciplinary group of mental health care providers and other relevant staff members. Manage and run the Specialist Psychiatry Outpatients Clinic. Lead the multi-disciplinary ward rounds for in-patients. Consultations for patients outside the psychiatry unit. Review and audit patients' medical records. Administration: Perform administrative tasks related to patient management and student training. Address patient complaints. Attend scheduled meetings with hospital management. Contribute to electronic databases for research purposes. Coordinate duty lists and staff allocations in the department. Ensure recruitment and retention of staff in the department. Liase with other departments and with other hospitals, district mental health services where required. Academic: Provision of teaching and learning to ensure that both under- and post graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Assist in coordination of academic programs. Conduct appropriate research: Develop own interest and publish appropriately. Support post-graduate students with research projects. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, reviews and final assessment).

ENQUIRIES : Dr. N. Sibisi / Dr. NC Sengo Tel No: (011) 891 7000

APPLICATIONS : Applicants should quote the relevant reference number and submit through the following email address TMRH.Vacancies@gauteng.gov.za

NOTE : Applications should be submitted strictly online at the following email address: TMRH.Vacancies@gauteng.gov.za No hand-delivered, faxed applications will be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications submitted on the old Z83 form will not be considered. Each (Z83) application for employment must be fully completed, initialled, and signed by the applicant as per Circular no 3 of 2025. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Sections E, F and G: Space on the Z83 form is limited. Applicants must complete the three lines provided in each section. If further information is required, they may write "Refer to CV" or "See attached" only after completing those lines, provided that the CV or attachment contains the required information. All experience listed in the CV should be in chronological order and should indicate the employer, position and period of employment. The CV should indicate the start and end dates for each period of employment in DD/MM/YYYY format. The CV must include the names and locations of schools and institutions attended. The information on the new Z83 form must be consistent with the CV. Reference checks: Provide at least three (3) references, of which one must be the immediate supervisor. The Department reserves the right to conduct further verification where necessary. Failure to submit all the required information listed above may result in the candidate being disqualified. The question in Part F relating to conditions that prevent reappointment must be answered. The declaration must be completed and signed. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Only emailed applications will be considered. Correspondence will be entered into with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right not to fill this post. It is a legislative requirement that all newly appointed staff members undergo and pass a Personnel Suitability Check (PSC) upon appointment. The verification process includes reference, identity, qualification and criminal record checks. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 5/1993. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process

CLOSING DATE : 06 November 2026

POST 38/318 : **MEDICAL SPECIALIST (PHYSYCIAN) – CRITICAL CARE REF NO: TMRH/MSCC/10/2026 (X1 POST)**
(Re-advertisement)
Directorate: Critical Care Department

SALARY : Grade 1: R1 395 528 per annum, (all-inclusive package)
Grade 2: R1 592 274 per annum, (all-inclusive package)
Grade 3: R1 844 151 per annum, (all-inclusive package)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Internal Medicine (Physician). Master of Medicine in Internal Medicine (MMed) and or a Fellowship of the College of Physicians of South Africa (FCPSA). A demonstrated interest in Critical Care will be an added advantage. Appropriate tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. **Grade 1:** experience not applicable, registration with HPCSA as Medical Specialist Critical Care. **Grade 2**: 5 years

appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Critical Care. **Grade 3**: 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Critical Care. A postgraduate qualification in Management will be an added advantage. Good communication skills (written and verbal) well as computer literacy. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels. Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team.

DUTIES : Clinical & Service Delivery: Manage own service delivery and provide clinical evaluation, care, management, and treatment of patients in the Critical Care Department at Thelle Mogoerane Regional Hospital. Provide leadership for critical care services across hospital and academic platforms. Ensure high-quality, evidence-based intensive care, strengthen clinical governance, improve patient outcomes, and ensure adherence to national policies, safety standards, Batho Pele Principles, National Core Standards, and ICU protocols. Lead multi-disciplinary ward rounds and supervise multi-disciplinary teams and relevant staff. Teaching, Training & Research: Coordinate and support teaching, training, and supervision of undergraduate and postgraduate students, including registrars rotating through ICU. Conduct and support departmental research; develop own research interests and publish appropriately; contribute to electronic research databases. Support postgraduate students with research projects. Administration & Governance. Perform administrative tasks related to patient management and address patient complaints. Attend scheduled meetings with hospital management and liaise with other departments and hospitals as required. Comply with the Performance Management and Development System: contracting, reviews, and final assessment. Other: Participate in after-hours ICU cover, call duties, and other institutional responsibilities as required. Undergo continuous training and development; attend meetings and training as approved by supervisor.

ENQUIRIES : Dr. N. Sibisi / Dr. NC Sengo Tel No: (011) 891 7000

APPLICATIONS : Applicants should quote the relevant reference number and submit through the following email address TMRH.Vacancies@gauteng.gov.za

NOTE : Applications should be submitted strictly online at the following email address: TMRH.Vacancies@gauteng.gov.za No hand-delivered, faxed applications will be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applications submitted on the old Z83 form will not be considered. Each (Z83) application for employment must be fully completed, initialled, and signed by the applicant as per Circular no 3 of 2025. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Sections E, F and G: Space on the Z83 form is limited. Applicants must complete the three lines provided in each section. If further information is required, they may write "Refer to CV" or "See attached" only after completing those lines, provided that the CV or attachment contains the required information. All experience listed in the CV should be in chronological order and should indicate the employer, position and period of employment. The CV should indicate the start and end dates for each period of employment in DD/MM/YYYY format. The CV must include the names and locations of schools and institutions attended. The information on the new Z83 form must be consistent with the CV. Reference checks: Provide at least three (3) references, of which one must be the immediate supervisor. The Department reserves the right to conduct further verification where necessary. Failure to submit all the required information listed above may result in the candidate being disqualified. The question in Part F relating to conditions that prevent reappointment must be answered. The declaration must be completed and signed. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Only emailed applications will be considered. Correspondence will be entered into with shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right not to fill this post. It is a legislative requirement that all newly appointed staff members undergo and

pass a Personnel Suitability Check (PSC) upon appointment. The verification process includes reference, identity, qualification and criminal record checks. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 5/1993. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process

CLOSING DATE : 06 November 2026

POST 38/319 : **MEDICAL SPECIALIST REF NO: REFS/056951**
Re- advertisement
Directorate: Ophthalmology

SALARY : Grade 1: R1 134 185 per annum, (all-inclusive package)
Grade 2: R1 531 032 per annum, (all-inclusive package)
Grade 3: R1 773 222 per annum, (all-inclusive package)

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. **Grade 1**: No experience required. **Grade 2**: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES : Clinical management of patients in General Ophthalmology/ intake clinic as well as a subspecialist clinic in either Glaucoma, Medical Retina or Paediatric Ophthalmology. Surgery on Patients with general eye complaints and specifically performing and teaching cataract surgery. Clinical teaching of medical officers in cataract management and either glaucoma, cornea or adnexal diseases. Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. To participate, support and promote research relevant to the Ophthalmology department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of Medical staff. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints

ENQUIRIES : Ms N Serobatse Tel No: (011) 411-3563 / Ms M Moeketsi Tel No: (011) 411-3766

APPLICATIONS : applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za.

NOTES : NB Candidates Who Previously Applied Are Encourage To Reapply. Kindly note that NO payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part B, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Registrars will be required to rotate between the different institutions. Preference will be given to South African citizens. The performance of normal and commuted overtime is not mandatory, however it will be based on the operational needs of the hospitals. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process

CLOSING DATE : 06 November 2026

POST 38/320 : **PROFESSIONAL NURSE SPECIALTY PNB1 (PSYCHIATRY) (X3 POSTS)**
Directorate: Nursing Department

SALARY : R495 423 per annum, plus benefits
CENTRE : Helen Joseph Tertiary Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in Psychiatry. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Participate in the development of protocols and SOPs in the unit. Demonstrate knowledge on the use of medical equipment and control and repairs of such equipment.

Display leadership and supervisory skills. Demonstrate decision-making and problem-solving skills. Effective utilization of material and human resources. Ability to manage financial and budget allocated to the department. Display effective conflict and complaint management skills. Adherence to the Ideal Hospital Realization Framework. Ability to identify risks and patient safety incidents and manage accordingly. Compliance to PMDS and CPD requirements. Ensure a safe and therapeutic environment is created for patients, staff and public.

ENQUIRIES : Mr M Mayekiso Tel No: (011) 489 0897 / 6

APPLICATIONS : Applications can be submitted by email HJHrecruitment@gauteng.gov.za. Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 06 November 2026 16:00 PM

POST 38/321 : **PROFESSIONAL NURSE SPECIALTY PNB1 (THEATRE) (X4 POSTS)**
Directorate: Nursing Department

SALARY : R495 423 per annum, plus benefits

CENTRE : Helen Joseph Tertiary Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Theatre unit, obtaining the one-year post-basic qualification in the relevant speciality.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure

good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.

ENQUIRIES : Mr M Mayekiso Tel No: (011) 489 0897 / 6

APPLICATIONS : Applications can be submitted by email HJHrecruitment@gauteng.gov.za. Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 06 November 2026 16:00 PM

POST 38/322	:	**PROFESSIONAL NURSE SPECIALTY PNB1 (ICU) (X1 POST)** Directorate: Nursing Department
SALARY	:	R495 423 per annum, plus benefits
CENTRE	:	Helen Joseph Tertiary Hospital
REQUIREMENTS	:	A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the ICU unit, obtaining the one-year post-basic qualification in the relevant speciality.
DUTIES	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.
ENQUIRIES	:	Mr M Mayekiso Tel No: (011) 489 0897 / 6
APPLICATIONS	:	Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.
NOTE	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 06 November 2026 16:00 PM

POST 38/323 : **PROFESSIONAL NURSE SPECIALTY PNB1 (ORTHOPAEDIC) (X5 POSTS)**
Directorate: Nursing Department

SALARY : R495 423 per annum, plus benefits
CENTRE : Helen Joseph Tertiary Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Orthopaedic unit, obtaining the one-year post-basic qualification in the relevant speciality.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.

ENQUIRIES : Mr M Mayekiso Tel No: (011) 489 0897 / 6
APPLICATIONS : Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae

should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 06 November 2026 16:00 PM

POST 38/324 : **PROFESSIONAL NURSE SPECIALTY PNB1 (RENAL) (X5 POSTS)**
Directorate: Nursing Department

SALARY : R495 423 per annum, plus benefits
CENTRE : Helen Joseph Tertiary Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Renal unit, obtaining the one-year post-basic qualification in the relevant speciality.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth /

ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.

ENQUIRIES : Mr M Mayekiso Tel No: (011) 489 0897 / 6

APPLICATIONS : Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 06 November 2026 16:00 PM

POST 38/325 : **PROFESSIONAL NURSE SPECIALTY PNB1 TRAUMA (X5 POSTS)**
Directorate: Nursing Department

SALARY : R495 423 per annum, plus benefits

CENTRE : Helen Joseph Tertiary Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with SANC in the relevant speciality. A minimum of four years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least one year of the period referred to above must be appropriate / recognisable experience working in the Trauma unit, obtaining the one-year post-basic qualification in the relevant speciality.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Work as part of the multidisciplinary team to ensure good nursing care. Perform clinical nursing in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and

standards as determined by the health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with people of diverse intellectual, cultural, and racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele principles). Provide direction and supervision for the implementation of the nursing care plan (clinical practices / quality patient care). Implement standards, practices, criteria and indicators for quality nursing with the prevention of serious adverse events. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human and physical resources efficiently. Manage PMDS of the subordinates. Must be able to work shifts and work under stressful conditions. Maintain professional growth / ethical standards and development of self and subordinates. Demonstrate knowledge of the Ideal Hospital Realization Framework and be able to implement it. Ability to always adhere to infection prevention and control measures. Ability to create and maintain a safe environment. Ability to identify and prevent risks in the unit.

ENQUIRIES : Mr M Mayekiso Tel No: (011) 489 0897 / 6

APPLICATIONS : Applications can be submitted by email HJHrecruitment@gauteng.gov.za Application should be submitted strictly online (on a PDF Format only). Only online applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Females, White Males, White Females, African Females, African Males and Indian Males are encouraged to apply. Pre -Entry Assessment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 06 November 2026 16:00 PM

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS	:	To apply for the below position, please apply online at https://jobs.gauteng.gov.za
CLOSING DATE	:	09 November 2026
NOTES	:	Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). The selection process will be guided by the EE targets of the employing department. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). The employment decision shall be guided by the Department's Employment Equity Plan. The Department is committed to promoting employment equity, including race, gender and disability representation, through the filling of this post(s). Accordingly, the transfer, promotion or appointment of candidates should contribute towards improving representativity and achieving the numerical targets set out in the Department's Employment Equity Plan. In line with the Department's Employment Equity Plan, People With Disabilities are encouraged to apply. To apply for the below position, please apply online at https://jobs.gauteng.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118/076 942 4090. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 38/326		**CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: REFS/056825** Chef Directorate: Immovable Asset Management
SALARY	:	R1 554 696 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Head Office (Johannesburg)
REQUIREMENTS	:	An undergraduate qualification at NQF level 7 in Real Estate/Property Management/ Property Development/Immovable Asset Management as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the real estate environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Competencies:

Knowledge of PFMA/ Treasury Regulations. GIAMA planning, lifecycle investment analysis, property valuation, vesting and asset information governance. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Public Service Regulations, 2016, as amended. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Gauteng Land Administration Act, 1996, as amended. Project Management, People Management, Financial Management and Conflict Management. Skills: Communication, report writing, analytical, negotiation, facilitation and presentation. Attributes- Self-Driven, responsible, team player, resilient, innovative and adaptable.

DUTIES : Oversee the design, implementation and maintenance of the Immovable Asset Strategy and Register and related asset management systems. Oversee the preparation and annual review of the Custodian Asset Management Plan and its alignment with User Asset Management Plans and provincial planning and budget priorities. Guide user departments on GIAMA planning requirements and consolidate their validated long-term asset needs into the provincial portfolio strategy. Oversee the provision, integration and maintenance of Geographic Information System (GIS) services and spatial data for planning and decision-making. Oversee asset-register verification standards, reconciliation and audit evidence; incorporate field information supplied by Facilities and Estate Management and technical teams and resolve discrepancies in property records. Oversee GIAMA implementation, custodial policies and asset-management procedures, and monitor compliance across the provincial immovable asset portfolio. Develop lifecycle portfolio strategies and prioritized investment proposals aligned with the Medium-Term Expenditure Framework and service-delivery requirements. Oversee vesting and confirmation of custodianship, resolving ownership discrepancies with relevant authorities and maintaining supporting records. Oversee property valuations and market analysis to inform acquisition, disposal and development decisions. Set portfolio performance measures and report on utilisation, asset value, lifecycle costs and service-delivery outcomes; recommend corrective investment or rationalisation decisions. Oversee asset recognition, derecognition, valuation and disclosure information in consultation with the CFO under the accounting framework applicable to the Department. Oversee reconciliation of the immovable asset register with Deeds and Surveyor-General records and relevant financial information; resolve exceptions and asset-register audit findings. Use condition-assessment information supplied by Facilities and Estate Management and technical teams to prioritise lifecycle investment, renewal and disposal in the custodial plan. Oversee electronic asset-register development, data quality and controlled data exchange with GIS, user asset plans and relevant departmental systems. Oversee the implementation of approved acquisition plans in line with accommodation needs and strategic objectives. Oversee the implementation of approved disposal plans in line with legislative requirements, departmental policies and approved delegations. Oversee the identification, assessment and evaluation of immovable properties for acquisition, disposal or alternative utilisation. Oversee ad hoc acquisition requests and assessment of feasibility, affordability and compliance requirements. Oversee the donation, transfer and land exchange of immovable assets. Oversee the mitigation of risks associated with functionally obsolete immovable assets through ongoing assessment and measures aimed at preventing unforeseen and wasteful investments. Oversee the undertaking of investment analysis and feasibility assessments for property development and infrastructure-related initiatives. Oversee the identification and assessment of property development opportunities to optimise utilsation and value of immovable assets. Oversee partnership and stakeholder engagements relating to property development initiatives, including intergovernmental and private sector collaborations. Oversee the implementation and monitoring of Public Private Partnerships (PPPs) and other alternative service delivery mechanisms. Oversee the development of policies, strategies, and plans for the Immovable Assets Management unit. Oversee the alignment of the unit's strategic priorities and work plans with those of the Department. Oversee the preparation of the annual operation plan. Oversee the identification of risks and implementation of risk and mitigation plans. Oversee the preparation and presentation of management reports for the unit.

Oversee written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage the mentoring, coaching and professional development of subordinates for performance enhancement and succession planning support. Manage talent retention and employee development initiatives. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/327 : **DIRECTOR: INFRASTRUCTURE DELIVERY SOUTHERN CLUSTER REF NO: REFS/056913**
Directorate: Infrastructure Delivery Southern Cluster

SALARY : R1 317 384 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF level 7 in Built Environment (Engineering / Construction Project Management/Architecture/ Quantity Surveying/ Town and Regional Planning) as recognized by SAQA. A minimum of 5 years' experience at middle / senior managerial level in the built environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Registered with the relevant Council as a Build Environment Professional. Competencies: Knowledge of PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001.Government Immovable Asset Management Act of 2007.Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Strategic capability and leadership, problem-solving and analysis, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, Conflict management, negotiation skills and change management. Attributes: Responsive, credible, flexible, quality-oriented, creative, responsive, decision making and team leadership.

DUTIES : Manage the professional inputs being provided to the Provincial Department of Education in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Implementation Plan [IPIP]. Manage the professional inputs being provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. [Life cycle costs, maintenance plans, etc.]. Manage the professional inputs being provided to the Provincial Department of Education in terms of new technology, revised norms, standards, innovations and renewable energy. Manage the professional inputs being provided to the Provincial Department of Education in terms of the final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the IPIP for sign of by the Provincial Education Department. Direct and prepare the procurement plan for the Provincial Department of Education supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projections aligned to allocated budgets. Manage the

validation of building plans in terms of National and Municipal Building Regulations. Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM].Manage the attendance and professional inputs being made at the different SCM Committees Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM].Manage the attendance and professional inputs being made at the different SCM Committees. Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage the registration of projects on the CIDB i-tender system. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Department of Education and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by the Provincial Department of Education in terms of the IPIP and different Project Execution Plans [PEPs]. Manage the implementation of contacts in line with budgets, timeframes and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Prepare regular progress reports to the Provincial Department of Education. Manage regular interaction with the Provincial Department of Education to pro-actively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by the Provincial Department of Education. Provide progress reports at all the relevant Governance Infrastructure Structures. Consolidate and provide reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management [SCM]. Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralised document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to CIDB. Manage the close out of all projects and prepare close out reports. Approve contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that awards and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low-performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations in consultation with Legal Services and relevant Infrastructure Professionals before submission to Departmental Supply Chain Management. Assess and recommend termination and/or cancellation of contracts based on inputs from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decide on the implementation of appropriate mitigation strategies to manage in a pro-active manner potential contractual implications. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Participate in site visits arranged by Provincial Treasury and/or other stakeholders. Report all non-performance issues to Risk Management. Make recommendations to Departmental Supply Chain Management on price escalations based on the appropriate indices published by Statistics South Africa and/or the contract price adjustment provisions contained in the JBCC form of contract in consultation with the Infrastructure Professionals and Legal Services. Make inputs to Departmental Supply Chain Management on the management of insurances for large and long-term programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Manage the preparation of the annual operation plan. Manage the implementation of risk and mitigation plans. Develop infrastructure delivery

strategies and plans. Manage preparation and presentation of management reports for infrastructure delivery projects and progress. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/328 : **DIRECTOR: OTHER PROVINCIAL DEPARTMENTS INFRASTRUCTURE DELIVERY REF NO: REFS/056914**
Chef Directorate: Directorate: Other Provincial Departments Infrastructure Delivery

SALARY : R1 317 384 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF level 7 in Built Environment (Engineering / Construction Project Management / Architecture / Quantity Surveying / Town and Regional Planning) as recognized by SAQA. A minimum of 5 years' experience at middle / senior managerial level in the built environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Registered with the relevant Council as a Build Environment Professional. Competencies: Knowledge of PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001.Government Immovable Asset Management Act of 2007.Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997 Project Management People Management, Financial Management and Conflict Management. Skills: Strategic capability and leadership, Problem-solving, analysis, Creativity, Financial management, Customer focus and responsiveness Communication, Computer skills, People management, Planning and organizing, Conflict management Negotiation skills, change management. Attributes: Responsive. Credible. Flexible. Quality oriented. Creative. Responsive. Decision making. Team leadership.

DUTIES : Manage the professional inputs being provided to the Other Provincial Departments in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Implementation Plan [IPIP], new technology, revised norms, standards, innovations, renewable energy, final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the IPIP for sign of by Other Provincial Departments Direct and prepare the procurement plan for Other Provincial Departments supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projections aligned to allocated budgets. Manage the validation of building plans in terms of National and Municipal Building Regulations. Manage the nomination and appointment of suitable professionals from Other Provincial Departments and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM]. Manage the attendance and professional

inputs being made at the different SCM Committees. Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Other Provincial Departments and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by Other Provincial Departments in terms of the IPIP and different Project Execution Plans [PEPs]. Manage the implementation of contacts in line with budgets, timeframes and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Manage regular interaction with Other Provincial Departments to proactively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by Other Provincial Departments. Provide progress reports at all the relevant Governance Infrastructure Structures. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management [SCM]. Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralized document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to Construction Industry Development Board. Manage the close out of all projects and prepare close out reports. Approve and submit contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that awards and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations Assess and recommend termination and/or cancellation of contracts based on input from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decide on the implementation of appropriate mitigation strategies to manage potential contractual implications in a pro-active manner. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Report all non-performance issues to Risk Management. Make inputs to Departmental Supply Chain Management on the management of insurances for large and long-term programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Manage the preparation of the annual operation plan. Manage the implementation of risk and mitigation plans. Develop infrastructure delivery strategies and plans. Manage preparation and presentation of management reports for infrastructure delivery projects and progress. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

OTHER POSTS

POST 38/329 : **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/048659**
Chief Directorate: Maintenance

SALARY : R1 317 108 - R2 484 204 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that

may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE : Charlotte Maxeke Facility Maintenance Hub

REQUIREMENTS : A Degree at (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES : Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. 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 organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise 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. 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 organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/330 : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/048661**
Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services: Portfolio Technical Services

SALARY : R1 143 468 - R2 108 922 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary.

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000.National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills

DUTIES : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives 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. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/331 : **DEPUTY DIRECTOR: SOFT SERVICES AND MAINTENANCE OF ROODEPLAAT AND VAALDAM REF NO: REFS/056924**
Directorate: Facilities Maintenance Services

SALARY : R932 292 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF level 6 or 7 as recognised by SAQA in Property Management/Facilities Management/ Built Environment. A minimum

of 5 years relevant experience, of which 3 years must be at ASD level. A valid driver's license. Competencies: Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000.PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.Skills: Strategic capability and leadership. Problem solving and analysis Decision making. Team leadership Creativity Financial management. Attributes: People-centred, Professionalism, Self-management Reliability Honesty and integrity Strong ethics.

DUTIES : The incumbent is responsible for the effective management of soft services within the departmental property portfolio, and in that capacity conducts site visits and condition assessments to determine soft service requirements. The incumbent ensures that all facilities are maintained at habitable and hygienic standards, fit for occupation and for the purposes for which they are used. The incumbent manages the delivery of cleaning and hygiene services in compliance with contractual specifications, service level agreements, the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and its regulations, and applicable public health requirements. The incumbent also manages waste removal, grounds maintenance and gardening services in compliance with the National Environmental Management Act, 1998 (Act 107 of 1998), the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) and applicable municipal by-laws, including the lawful handling, segregation, storage, removal and disposal of general and hazardous waste. Pest control and fumigation programmes are implemented in accordance with approved schedules and applicable legislation, including the use of duly registered operators and approved products and the safe handling of hazardous chemical substances. The incumbent maintains and updates project and facility information for all sites under the unit's management. The incumbent ensures that all equipment used by staff is in good functional, safe and serviceable condition, that statutory inspections and certification requirements are met, and that equipment is operated by competent persons. Repairs are managed so that defects are attended to timeously and within approved budgets, with priority given to defects that compromise health, safety, hygiene or environmental compliance. The incumbent plans and liaises with Supply Chain Management and Director Facilities Maintenance and for the timeous procurement of the consumables, supplies and spares required and service providers in compliance with the applicable procurement prescripts and with due regard to safety data requirements and environmentally responsible specifications. At a strategic and planning level, the incumbent provides inputs into the development of soft services and maintenance policies, strategies and plans, and manages the preparation of the unit's annual operational plan. The incumbent oversees the implementation of risk management and mitigation plans, which include occupational health and safety, environmental and hygiene risks, and monitors service providers' compliance with their statutory obligations, including health and safety plans, risk assessments, incident reporting and the provision of appropriate personal protective equipment. The incumbent manages the preparation and presentation of management reports on soft services performance, on compliance with occupational health and safety, environmental and hygiene requirements, and on the maintenance and repair of equipment. In respect of people management, the incumbent concludes performance agreements with subordinates, aligned to approved job descriptions and the Department's Strategic and Annual Performance Plans. The incumbent manages subordinates and maintains discipline in accordance with the applicable labour relations prescripts. The incumbent also manages their training and development in accordance with agreed developmental interventions, including training required for statutory compliance in health and safety, and develops and updates their service delivery and work plans. The incumbent promotes a safe working environment for staff and service providers' employees in terms of the Occupational Health and Safety Act, 1993. Regarding appointment of service providers, the official to prepare specifications for procurement of outsourced services and manage contracts with appointed service providers within applicable policies and Treasury prescripts. Finally, the incumbent manages the unit's funds in compliance with the Public Finance Management Act, 1999 and the Treasury Regulations, and limits under-expenditure and over-expenditure in accordance with the departmental budget allocations.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/332	:	**DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: SREFS/056926** Directorate: Management Accounting
SALARY		R932 292 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE		Head Office
REQUIREMENTS	:	An undergraduate qualification at NQF level 7 in Financial Management/ Management Accounting/Financial Accounting. A minimum of 5 years experience in Management Accounting, of which 3 years must be at ASD level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2001.Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Communication. Computer literacy. Analytical, presentation, report writing, Interpersonal skills. Planning, Organising Leadership, and Negotiation skills. Attributes: Decisive. Credible. Motivating.
DUTIES	:	Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure that information for planning purposes is collected and analysed properly. Monitor compliance with financial prescripts. Manage, review, analyse and quality assure the budget preparation process. Coordinate, review, analyse and quality assure the management accounting reporting processes. Provide advice and guidance to role players on the use of forecasting methods and tools. Ensure that information on the requirement for roll-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustment's budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
ENQUERIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/333	:	**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/056927** Directorate: Financial Administration and Accounting Services
SALARY	:	R932 292 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Head Office
REQUIREMENTS	:	An undergraduate qualification at NQF level 7 in Financial Management / Financial Accounting. A minimum of 5 years' experience in Financial Accounting, of which 3 years must be at ASD level. Competencies: Knowledge

of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Knowledge of BAS. Skills: Communication. Computer literacy. Analytical, presentation, report writing and interpersonal skills. Planning, Organizing, Leadership, and Negotiation skills. Attributes: Decisive. Credible. Motivating.

DUTIES : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain financial accounting policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Maintain discipline. Manage performance and development. Undertake human resources and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Plan and allocate work. Perform quality control of work delivered by employees. Provide functional technical advice and guidance.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/334 : **DEPUTY DIRECTOR: CONTRACTS AND PERFORMANCE REF NO: REFS/056894**
Directorate: SCM Construction Procurement (Health)

SALARY : R932 292 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification at NQF Level 7 in Supply Chain Management or Finance. A minimum of 5 years contract management experience of which 3 years must be at ASD level competencies: Knowledge of Financial management. Knowledge in line with the Competency Standards for Construction Procurement issued by CIDB. Constitution of the Republic of South Africa of 1996.Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations /Practice Notes/ Instructions /Circulars. Provincial/Departmental Supply Chain Management Policies. Skills- Problem solving and analysis. Teamwork. Change management. Customer focus and responsiveness. Communication. Computer skills. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Attributes- Team player. Detail-oriented.

DUTIES : Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery off goods/services. Coordinate, review and monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement,

and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Render procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/335 : **CONSTRUCTION PROJECT MANAGER GRADE A-C (X6 POSTS)**

SALARY : R914 517 – R1 376 199 per annum, (all-inclusive package remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : **Head Office:**
Directorate: Infrastructure Delivery Southern Cluster Ref No: REFS/048665
Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/04668
Directorate: Hospitals Infrastructure Delivery & Other Health Facilities Infrastructure Delivery Ref No: REFS/056687 (X4 Posts)

REQUIREMENTS : National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills- Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.

DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/336 **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C (X4 POSTS)**

SALARY : R914 517 – R1 376 199 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : **Head Office (Johannesburg):**
Directorate: Infrastructure Delivery Northern Cluster Ref No: REFS/048637
Directorate: Infrastructure Delivery Eastern/ Central Cluster Ref No: REFS/048638
Chief Directorate: Health (Technical Portfolio Services) Ref No: REFS/048639
Chief Directorate Education (Technical Portfolio Services) Ref No: REFS/048640

REQUIREMENTS : An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/337 : **ENGINEER PRODUCTION: STRUCTURAL/ CIVIL GRADE A-C (X8 POSTS)**

SALARY : R914 517 – R1 376 199 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : **Head Office (Johannesburg):**
Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/048657 (X2 Posts)
Chief Directorate: Engineering Services Ref No: REFS/048658
Chief Directorate: Education, Infrastructure, Maintenance and Technical Portfolio Services Ref No: REFS/056734 (X3 Posts)
Directorate: Asset Management System and Plans Ref No: REFS/056735

REQUIREMENTS : An Engineering Degree in Structural/Civil (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in

Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/338 : **ENGINEER PRODUCTION: MECHANICAL REFS NO: REFS/048655**
Chief Directorate: Health Infrastructure and Technical Portfolio Services
Sub-Directorate: Portfolio Technical Services

SALARY : R914 517 – R1 376 199.per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An Engineering Degree in Mechanical (B Eng / BSC (Eng) or relevant qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998.Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote

skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on delivery expenditure and service

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/339 : **QUANTITY SURVEYOR PRODUCTION GRADE A-C (X7 POSTS)**

SALARY : R791 604 - R1 189 767 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
Ref No: RFS/048653- Directorate: Infrastructure Delivery Southern Cluster
Ref No: REFS/048677- Directorate: Hospitals Infrastructure Delivery (X2 Posts)
Other Health Facilities, Infrastructure Deliver Directorate (X3 Posts)
Ref No: REFS/056688-Directorate: Other Provincial Departments Infrastructure Delivery

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. Must be registered with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.

DUTIES : Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilization. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/340 : **CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: REFS/056879**
Chief Directorate: Maintenance

SALARY : R605 742 per annum, (plus benefits)

CENTRE : Thellemogoerane Facility Maintenance Hub

REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Electrical environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills- Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.

DUTIES : Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/341 : **CONTROL WORKS INSPECTOR: MECHANICAL REF NO: REFS/056876**
Directorate: District Maintenance Hub

SALARY : R605 742 per annum, (plus benefits)

CENTRE : Thelle Mogoerane Facility Maintenance Hub

REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Mechanical environment/ Registration as an Engineer Technician. A minimum of 6 years' appropriate experience. A valid driver's license. Competencies: Knowledge Excellent spoken and written communication skills, technical knowledge relevant to your industry, Knowledge of relevant legislation and quality control standards, Good organisational skills and a methodical approach to work, the ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail good team working skills. : Monitor the progress and expenditure on current maintenance projects and minor new works projects, attend monthly project progress meetings with clients, Manage the activities of contractors and consultants where applicable, Supervise the performance and conduct of subordinates. People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.

DUTIES : Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/342 : **CONTROL WORKS INSPECTOR: MECHANICAL RE NO: REFS/056871**
Chief Directorate: Maintenance

SALARY : R605 742 per annum, (plus benefits)
CENTRE : Dr Geroge Mukhari Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Mechanical environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills: Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.

DUTIES : Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on

quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/343 : **CONTROL WORKS INSPECTOR: BUILDING REF NO: REFS/056844**
Chief Directorate: Maintenance

SALARY : R605 742 per annum, (plus benefits)
CENTRE : Springs District Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Building environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills - Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.

DUTIES : Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation

of equipment, stores and expenditure. Administer the departmental performance and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/344 : **CONTROL WORKS INSPECTOR: BUILDING REF NO: REFS/056854**
Chief Directorate: Maintenance

SALARY : R605 742 per annum, (plus benefits)
CENTRE : Sedibeng Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent/ N3 and a passed Trade Test in the Building environment/ Registration as an Engineering Technician. A minimum of 6 years appropriate experience. A valid driver's license. Competencies: Excellent spoken and written communication skills. Technical knowledge relevant to your industry. Knowledge of relevant legislation and quality control standards. Good organisational skills and a methodical approach to work. The ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail. Good team working skills. Skills - Monitor the progress and expenditure on current maintenance projects and minor new works projects. Attend monthly project progress meetings with clients. Manage the activities of contractors and consultants where applicable. Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.
DUTIES : Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/345 : **CHIEF ARTISAN: BUILDING REF NO: REFS/056815**
Directorate: Facilities Maintenance Services
Sub Directorate: Routine

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Head Office Maintenance
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures.

Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. SKILLS- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. ATTRIBUTE- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/346 : **CHIEF ARTISAN GRADE A-C: MECHANICAL (BOILERS) REF NO: REFS/056877**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Thellemogoerane Facility Maintenance Hub (Boilers)
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attribute- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/347 : **CHIEF ARTISAN GRADE A-C: BUILDING REF NO: REFS/056878**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Thellemogoerane Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience

will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attribute- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/348 : **CHIEF ARTISAN GRADE A-C: ELECTRICAL/MECHANICAL REF NO: REFS/056806**
Chief Directorate: Maintenance

SALARY : R499 470 per annum, (plus benefits)
CENTRE : Edenvale District Facility Maintenance Hub
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan. (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUERIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/349 : **CHIEF ARTISAN GRADE A-C: MECHANICAL/ELECTRICAL/BUILDING) REF NO: REFS/056832**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Bheki Mlangeni Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/350 : **CHIEF ARTISAN: GRADE A-C BUILDING REF NO: REFS/056872**
Chief Directorate: Maintenance

SALARY : R499 470 per annum, (plus benefits)
CENTRE : Dr George Mukhari Facility Maintenance Hub
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills: Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.
DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical

services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/351 : **CHIEF ARTISAN GRADE A-C: ELECTRICAL/MECHANICAL/BUILDING REF NO: REFS/056869**
Chief Directorate: Maintenance

SALARY : R499 470 per annum, (plus benefits)
CENTRE : Far East Rand District Facility Maintenance Hub
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman. (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/352 : **CHIEF ARTISAN: BUILDING REF NO: REFS/056845**
Chief Directorate: Maintenance

SALARY : R499 470 per annum, (plus benefits)
CENTRE : Springs District Maintenance Hub: Building Services
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 10 years post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills- Planning and organizing, verbal and written communication and computer literacy skills. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process.

Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/353 : **CHIEF ARTISAN: MECHANICAL (BOILERS) REF NO: REFS/056880**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman. A valid driver's license. (Proof of recognised experience will be requested for shortlisted applicants). Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/354 : **CHIEF ARTISAN: ELECTRICAL REF NO: REFS/056893**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Boilers (Tshwane)
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork,

Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage outside service providers for cleaning, gardening and waste Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/355 : **CHIEF ARTISAN: MECHANICAL REF NO: REFS/056826**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Steve Biko Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes: Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/356 : **CHIEF ARTISAN: MECHANICAL (BOILERS) REF NO: REFS/056827**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Steve Biko Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures.

Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage outside service providers for cleaning, gardening and waste Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/357 : **CHIEF ARTISAN: MECHANICAL (BOILERS) REF NO: REFS/056916**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 10 years' post qualification experience as an Artisan/Artisan Foreman (Proof of recognised experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the Public Service Legislation, Policies and Regulations, OHS Act, Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attribute- Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational 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 : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/358 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: REFS/056896**
Directorate: SCM Construction Procurement (Health)

SALARY : R487 197 per annum, plus benefits
CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification at NQF Level 7 in Supply Chain Management / Logistics / Economics/ Accounting Sciences / Cost and Management Accounting. A minimum of 3 years' supply chain experience, of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations Financial Delegations and Risk Management. Skills- Communication. Computer literacy. Analytical. Presentation. Report writing. Attributes- Team player. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality-driven.

DUTIES : Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Determine whether a specification for the relevant commodity exists, if not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Perform general quality assurance of information in the supplier database (e.g check and verify supporting documents). Supervise employees. Allocate duties and perform quality control of the work delivered by the supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/359 : **ASSISTANT DIRECTOR: ACQUISITIONS REF NO: REFS/056898**
Directorate: Good and Services
Sub-Directorate: Acquisition and Contract Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An undergraduate qualification at NQF level 7 as recognised by SAQA in Supply Chain Management or Finance. A minimum of 3 years Supply Chain experience, of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, knowledge of the department Strategy, knowledge of the SCM and procedures, in depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills: Communication, computer literacy, analytical, presentation and report writing. Attributes: Team player, able to work independently, professional, confidential, ability to work under pressure and quality driven.

DUTIES : Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receive and open bid documents. Compile terms of reference to invite service providers for an expression of interest. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Supervise employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervises with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/360 : **SENIOR ADMINISTRATIVE OFFICER: LOGISTICS & DISPOSALS (INVENTORY) REF NO: REFS/048671**
Directorate: Goods and Services SCM

SALARY : R413 001 per annum, plus benefits

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Financial Management/ Financial Accounting. A minimum of 2 years of experience in management of Assets. A valid driver's license Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer Literacy, Analytic Presentation Report. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

DUTIES : Coordinate the receipt, verification and processing of requisitions for goods and consumables from internal clients. Liaise with end users, suppliers, and procurement officials regarding delivery schedules and outstanding orders. Coordinate the receipt of goods and verify quantities and specifications against purchase orders and delivery notes. Capture received items on inventory and logistics management systems. Prepare and maintain Goods Received Notes, issues vouchers, and distribution records. Arrange and monitor the distribution of stock and consumables to user sections. Verify that all supporting documentation is complete, accurate and filed. Follow up on discrepancies, shortages, damaged goods and back orders. Maintain a register of requests, receipts and issued items. Coordinate the compilation of routine reports on stock movement and distribution activities. Facilitate administrative control over warehouse operations and storage facilities. Facilitate the storage of goods in an orderly, secure and accessible manner. Monitor stock levels and identify items requiring replenishment. Update bin cards, stock registers and electronic inventory records. Facilitate compliance with occupational health and safety requirements within storage areas. Coordinate the labelling and classification of stock items. Monitor the safekeeping of high-value and sensitive inventory items Report on warehouse-related risks, losses and irregularities to management. Facilitate compilation of monthly inventory status reports. Coordinate and participate in scheduled and ad-hoc stocktaking exercises. Reconcile physical stock counts with inventory records and investigate variances. Prepare stock adjustment documentation for approval. Maintain accurate inventory accounts and audit trails. Compile reports on obsolete, redundant and slow-moving stock. Facilitate compliance with asset and inventory management policies. Provide administrative support during internal and external audits. Facilitate maintenance of filing systems, databases and records related to logistics and inventory management. Draft correspondence, memoranda and submissions. Coordinate the preparation of monthly, quarterly and annual operational reports. Facilitate responses to internal and external enquiries regarding logistics and inventory matters. Coordinate meetings, prepare agendas and record minutes. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Supervise subordinates and maintain discipline. Supervise training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/361 : **SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS REF NO: REFS/048672**
Directorate: Goods And Services SCM

SALARY : R413 001 per annum, plus benefits

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Financial Management/ Financial Accounting. A minimum of 2 years of experience in management of Assets. A valid driver's license Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

DUTIES : Provide inputs into the development of the Movable Assets Register in accordance with Treasury guidelines. Compile a list of all users and update the system. Facilitate bar coding of new acquisitions. Prepare monthly reconciliations between BAS and BAUD. Update acquisitions on the system (BAUD). Capture physical movement of assets and updating movements on the system. Conduct annual asset verifications. Facilitate issuing, signing and displaying of the updated inventory control sheet. Verify receipt for correctness and printing of the updated inventory control sheet. Facilitate Quarterly spot checks of assets. Conduct bar coding of assets. Render maintenance of assets. Compile reconciliations between the asset register and ledger accounts. Prepare monthly Section 40 Reports for Treasury. Develop and maintain filling systems in the unit. Record, organise, store, capture and retrieve correspondences and data. Draft submissions, memos and letters. Provide logistical support service for meetings. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Supervise subordinates and maintain discipline. Supervise training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/362 : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: REFS/056834**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, (plus benefits)
CENTRE : Tshwane District Maintenance Hub
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the electrical environment / Registration as an Engineering Technician. A minimum of 3 years' appropriate experience. Competencies: Knowledge of the Public Service Regulatory Framework Knowledge of the department Strategy. Knowledge of the Public Regulatory Framework. Knowledge of the department Strategy. Skills- Communication, Computer literacy. Analytical, Presentation. Report Writing. Financial. Attributes- Team worker. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/363 : **CHIEF WORKS INSPECTOR- MECHANICAL REF NO: REFS/05683**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, (plus benefits)
CENTRE : Tshwane District Maintenance Hu

REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the Mechanical environment / Registration as an Engineering Technician. A minimum of 3 years' appropriate experience. Competencies: Knowledge of the Public Service Regulatory Framework Knowledge of the department Strategy. Knowledge of the Public Regulatory Framework. Knowledge of the department Strategy. Skills- Communication, Computer literacy. Analytical, Presentation. Report Writing. Financial. Attributes- Team worker. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

DUTIES : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/364 : **CHIEF WORKS INSPECTOR- ELECTRICAL REF NO: REFS/056807**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, (plus benefits)
CENTRE : Tulisa Park District Maintenance Hub
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent/N3 and a Engineering Technician. A minimum of 3 years' appropriate experience. Competencies: Knowledge of the Public Service Regulatory Framework Knowledge of the department Strategy. Knowledge of the Public Regulatory Framework. Knowledge of the department Strategy. Skills- Communication, Computer literacy. Analytical, Presentation. Report Writing. Financial. Attributes- Team worker. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

DUTIES : Conduct inspections. Prepare reports. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress

reports on projects. Gather and submit information in terms of the extended public works programme. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/365 : **ENGINEERING TECHNICIAN PRODUCTION: CIVIL/STRUCTURAL REF NO: REFS/048656**
Chief Directorate: Engineering Services

SALARY : R407 337 - R610 131 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : National Diploma: Civil/Structural Engineering or relevant qualification. A minimum of 3 years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. National Environmental Management Act of 1998. Engineering design and analysis. Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Technical design and analysis knowledge. Skills- Project management. Technical report writing. Communication. Computer. People management. Planning and organising. Change management. Creativity. Problem solving and analysis. Decision making. Attributes: Teamwork. Customer focus and responsiveness.

DUTIES : Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals. standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. 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/councils on engineering-related matters.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/366 : **ARTISAN FOREMAN GRADE A-B: ELECTRICAL / MECHANICAL / BUILDING REF NO: REFS/056870**
Chief Directorate: Maintenance

SALARY R397 329 - R593 934 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Tembisa District Facility Maintenance Hub

REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 5 years' post qualification experience as an Artisan. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Project Management. People Management. Financial Management. Conflict Management. Skills: Technical analysis. Production process knowledge and skills. Technical report writing. Problem solving and analysis. Decision making. Analytical. Communication. Planning and organising. Planning and organising. Leadership. Negotiation. Influencing.

Attributes: Teamwork. Customer focus and responsiveness. Conflict management. Team leadership. Self-management. Decisive. Credible. Motivating.

DUTIES : Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Render quality assurance on produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/367 : **ADMIN OFFICER: TENDER ADMINISTRATION AND VETTING REF NO: REFS/056899**
Directorate Construction Procurement (Health)
Sub Directorate: Acquisitions

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : An undergraduate qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting/ Logistics. A minimum of 1-2 years' experience in Supply Chain Management environment. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, knowledge of the department Strategy, knowledge of the SCM policy and procedures, in depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of Accounting Standards. Skills: Communication, computer literacy, analytical and report writing Attributes: Team player, able to work independently, professional, confidential. ability to work under pressure and Quality-driven.

DUTIES : Prepare advertisement of invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media. Make tender documentations available. Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Provide for a dedicated, clearly marked tender box. Record all tenders that were received late. Open each tender in line with procurement specification document. Mark is relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website. Verify that all documents are included in the tender proposal and that documents are completed accurately and signed off by the tenderer. Verify the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Confirm that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Confirm that the required documentation in terms of professional registration has been provided. Prepare schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Collect all relevant vetting forms. Validate correctness of data on vetting forms. Undertake physical vetting processes, Extract a list of all suppliers that provide professional consulting services and contractor services on a recurring basis. Validate the correctness of their information on the Supplier Data Base in terms of addresses, bank details, tax clearance certificates, Broad Based Black Economic Empowerment Verification Certificates, etc. Communicate with all Service Providers on the database to update their information where required. Administer updating of correct information for Contractors and Professional Service Providers on the Supplier Data Base Develop and maintain filling systems in the unit. Record, organise, store, capture and retrieve correspondences and data. Draft submissions, memos and letters.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/368 : **CONSTRUCTION HEALTH AND SAFETY OFFICER REF NO: REFS/056875**
Chief Directorate Maintenance

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Dr George Mukhari Facility Maintenance Hub
REQUIREMENTS : An undergraduate qualification at NQF 6 as recognised by SAQA in Safety Management. A minimum of 1-2 years' experience in Safety Management. A training in SAMTRAC, ISO 45001, HIRA, Incident Investigation, First Aid, Fire Fighting and Evacuation Coordination is required. A valid driver's license. Competencies: Occupational Health and Safety (OHS) Act and its Regulations and environmental legislation (Construction Health and Safety), Health and safety management systems and the key components of an effective system, Principles of cause and effect and its application to hazard identification and risk management on a project. Criteria and standards for effective documentation and documents control. Skills: Computer literacy, Problem solving and analysis, Decision making, Creativity, Customer focus and responsiveness, Planning and organizing, Conflict management Attributes: Reliable and Team player.
DUTIES : Conduct site research and use trends analysis to identify system deficiencies and incident trends and outline relevant improvements. Prepare health and safety specifications for construction sites and approve project specific health and safety plans. Complete site establishment health and safety checklists. Review and update health and safety plans. Facilitate health and safety regular site, technical and progress meetings. Compile project specific emergency response and preparedness plans and test the effectiveness. Provide guidance to the establishment of the Departmental OHS Committee. Represent the district at Departmental OHS committee meetings. Facilitate legal appointment letters for 16.2s, GMR 2.1S and OHS Committees' Chairpersons. Provide demarcations and warning signs in areas where construction or maintenance operations are conducted. Propose and execute remedial solutions for safety related issues on sites. Attend the contractor's site handover. Conduct hazard identification and risk assessment processes (included in the health and safety specifications of the department or the contractor) for work activities on sites. Inspect contractors' equipment and file reports. Monitor contractors executing construction works which are not in accordance with the approved Health and Safety plans. Conduct baseline risk assessments / task specific risk assessment for the department. Conduct emergency evacuation drills in all facilities. Develop OHS Files for different facilities. Participate in management reviews of the health and safety systems. Identify training for staff and contractors on all OHS aspects. Facilitate and conduct health and safety awareness session for staff and contractors at the district on health and safety procedures, firefighting, and disaster evacuations. Act as a liaison between workers, management and subcontractors to ensure safety obligations are understood. Maintain records of safety inspections, incidents and training. Develop technical reports on health and safety issues and present findings to decision-makers.
ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/369 : **PERSONAL ASSISTANT REF NO: REFS/056922**
Chief Directorate: Construction Procurement: SCM

SALARY : R338 106 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Secretarial Diploma (NQF Level 5) or equivalent. A minimum 3 – 5 years' experience in rendering a support service to senior management. Competencies: Knowledge of relevant legislation/policies/prescripts and procedures, Basic knowledge of financial administration, Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Written communication skills. Ability to do research analyze documents and situations. Attributes: Good telephone etiquette, High level of reliability, Ability to act with tact discretion, good grooming and presentation, Self-management and motivation.
DUTIES : Receive telephone calls. Perform advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Record engagements of the senior manager. Utilize discretion to decide

whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g Progress reports, monthly reports, management reports. Respond to inquiries received from internal and external stakeholders. Draft documents as required. File document manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery and refreshments. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes /decisions and communicate to relevant role-players, follow-up upon progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the DDG and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the DDG of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/370 : **WORKS INSPECTOR- BUILDING REF NO: REFS/056881**
Chief Directorate: Maintenance

SALARY : R280 278 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Facility Maintenance Hub
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the building environment/ Registration as an Engineering Technician. No experience required. A valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health. PFMA 1999 and Regulations. Skills- Communication, Analytical, Problem Solving, Technical. Attributes- Team worker. Proactive and resourceful. Responsive. Responsible.
DUTIES : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather

and submit information in terms of the extended public works programme (EPWP).

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/371 : **WORKS INSPECTOR- MECHANICAL REF NO: REFS/056923**
Chief Directorate: Maintenance

SALARY : R280 278 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Facility Maintenance Hub
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent/ N3 and a passed trade test in the mechanical environment/ Registration as an Engineering Technician. A valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health. PFMA 1999 and Regulations. Skills- Communication, Analytical, Problem Solving, Technical. Attributes- Team worker. Proactive and resourceful. Responsive. Responsible.
DUTIES : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/372 : **WORKS INSPECTOR: ELECTRICAL REF NO: REFS/056836**
Chief Directorate: Maintenance

SALARY : R280 27 per annum, (plus benefits)
CENTRE : Steve Biko Facility Maintenance Hub
REQUIREMENTS : A National Diploma in Electrical (T/N/S streams) or equivalent/ N3 and a passed trade test in the building environment/ Registration as an Engineer Technician. No experience required. A valid driver's license. Competencies: National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007.Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health, PFMA 1999 and Regulations. The ability to pay close attention to detail good team working skills. Skills: Communication, analytical, problem solving and technical skills Attributes: Team worker, proactive and resourceful, responsive, responsible.
DUTIES : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and

regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/373 : **WORKS INSPECTOR: MECHANICAL REF NO: REFS/056917**
Directorate: Facilities Maintenance Services
Sub Directorate: Condition assessment

SALARY : R280 278 per annum, (plus benefits)
CENTRE : Head Office
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the Mechanical environment, or Registration as an Engineering Technician. A valid driver's license. Competencies: Knowledge of National Building Standards Act of 1977, Regulations and Municipal Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to infrastructure matters in Health. PFMA 1999 and Regulations. Skills- Communication, Analytical, Problem Solving, Technical. Attributes- Team worker. Proactive and resourceful. Responsive. Responsible.
DUTIES : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Develop reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).
ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/374 : **ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056901**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
CENTRE : Laundry: Johannesburg
REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Team Work. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor

staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/375 : **ARTISAN PRODUCTION MECHANICAL: FITTER REF NO: REFS/056902**
Chief Directorate: Maintenance

SALARY R253 341 – R424 371 per annum, (plus benefits). Offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Laundry: Edenvale

REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES Ms. Sikelelwa Mboto at 076 521 4118

POST 38/376 : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL WELDER REF NO: REFS/056816**
Directorate: Facilities Maintenance Services
Sub Directorate: Routine Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Walter Sisulu

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/377	:	**ARTISAN PRODUCTION GRADE A-C: PAINTER REF NO: REFS/056817** Directorate: Facilities Maintenance Services Sub Directorate: Routine Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Smangaliso Mkhatshwa
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/378	:	**ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/056818** Directorate: Facilities Maintenance Services Sub Directorate: Routine Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Smangaliso Mkhatshwa
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/379	:	**ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056808** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE	:	Tulisa Park District Maintenance Hub: Building Services
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/380	:	**ARTISAN PRODUCTION GRADE A-C: CAPENTRY REF NO: REFS/056809** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Tulisa Park District Maintenance Hub: Building Services
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/381	:	**ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056810** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Sizwe District Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills - Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising Skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/382	:	**ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056811** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	South Rand Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/383	:	**ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056812** Chief Directorate: Maintenance
SALARY	:	R253 341 – R 424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Helen Joseph Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/384 : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/056813**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Discovery Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/385 : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056885**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Carletonville Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/386 : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056886**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Sterkfontein Facility Maintenance Hub

REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/387	:	**ARTISAN PRODUCTION: REFRIDGERATION REF NO: REFS/056873** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
CENTRE	:	Dr George Mukhari Facility Maintenance Hub
REQUIREMENTS	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/388	:	**ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056874** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
CENTRE	:	Dr George Mukhari Facility Maintenance Hub
REQUIREMENTS	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according

to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/389 : **ARTISAN PRODUCTION: MECHANICAL REF NO: REFS/056848**
Chief Directorate: Maintenance

SALARY : R253 341 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Far East Rand District Facility Maintenance Hub

REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/390 : **ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056851**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Far East Rand District Facility Maintenance Hub

REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/391	:	**ARTISAN PRODUCTION: CARPENTRY REF NO: REFS/056852** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
CENTRE	:	Bertha Gxowa/Germiston District Facility Maintenance Hub
REQUIREMENTS	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and Skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/392	:	**ARTISAN PRODUCTION: CARPENTRY REF NO: REFS/056855** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
CENTRE	:	Tambo Memorial District Facility Maintenance Hub
REQUIREMENTS	:	An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/393	:	**ARTISAN PRODUCTION: PLUMBER REF NO: EFS/056856 (X2 POSTS)** Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).
CENTRE	:	East Rand District Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge

of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/394 : **ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056859**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade Test Certificate. (Proof of recognised experience will be requested for shortlisted applicants).

CENTRE : Bertha Gxowa/Germiston District Facility Maintenance Hub

REQUIREMENTS : An Appropriate Trade Test Certificate. A minimum of 0 – 2 years' experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication. Computer skills. Planning and organising. Attributes: Team player. Customer-focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/395 : **ARTISAN PRODUCTION: REFRIGERATION/AIRCON REF NO: REFS/056828**
Chief Directorate: Maintenance

SALARY : R253 341 – R 424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Steve Biko Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. SKILLS- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment

		and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/396	:	**ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056830** Chief Directorate: Maintenance
SALARY	:	R253 341 – R 424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Steve Biko Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/397	:	**ARTISAN PRODUCTION GRADE A-C: CARPENTRY REF NO: REFS/056831** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Steve Biko Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. SKILLS- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118

POST 38/398 **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056835**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Steve Biko Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/399 : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056918 (X2 POSTS)**
Chief Directorate: Maintenance

SALARY R253 341 – R 424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Charlotte Maxeke Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/400 : **ARTISAN PRODUCTION GRADE A-C: WELDER REF NO: REFS/056919**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE Charlotte Maxeke Facility Maintenance Hub

REQUIREMENTS		An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/401	:	**ARTISAN PRODUCTION GRADE A-C: CARPENTRY REF NO: REFS/056920** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE		Charlotte Maxeke Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/402	:	**ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056858** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Kopanong Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management.

Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/403 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056860**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Sebokeng Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/404 : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/056862 (X2 POSTS)**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Sebokeng Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment

and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/405 : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL REF NO: REFS/056865**
Chief Directorate: Maintenance

SALARY R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE Heidelberg Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/406 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/056895**
Chief Directorate: Maintenance

SALARY R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Boilers (Tshwane)

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/407	:	**ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/056897** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Boilers (Tshwane)
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes- Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/408	:	**ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056838 (X2 POSTS)** Directorate Chef Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Tshwane Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge skills and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
DUTIES	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/409	:	**ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056841** Directorate Chef Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE	:	Kalafong Maintenance Hub
REQUIREMENTS	:	An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
DUTIES	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/410	:	**ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056842** Chef Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE		Mamelodi Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.
DUTIES	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/411	:	**ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056846** Directorate Chef Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Mamelodi Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer

skills, planning and organising. Attributes- Team player, customer-focused and Reliable.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/412 : **ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056847**
Directorate Chef Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Tshwane Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/413 : **ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/ 056850**
Directorate Chef Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Tshwane District Maintenance Hub: Electrical Services

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process. knowledge and Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment

and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/414 : **ARTISAN PRODUCTION: ELECTRICAL REF NO: REFS/056853**
Directorate Chef Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Cullinan Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes- Team player, customer-focused and Reliable.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/415 : **ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056857**
Directorate Chef Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Tshwane District Maintenance Hub: Mechanical Services

REQUIREMENTS : An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills. Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes: Team player, customer-focused and Reliable.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/416	:	**ARTISAN PRODUCTION: MECHANICAL FITTER REF NO: REFS/056861** Directorate Chef Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Pretoria West Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills. Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes: Team player, customer-focused and Reliable.
DUTIES	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/417	:	**ARTISAN PRODUCTION: PLUMBER REF NO: REFS/056864** Directorate: Chef Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Pretoria West Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A valid driver's license. Competencies: Public Service Legislation, Policies and Regulations, OHS Act. Knowledge of Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Computer-aided applications. Production process knowledge and skills. Skills: Technical report writing, problem solving and analysis, decision making, teamwork, creativity, analytical, self-management, communication, computer skills, planning and organising. Attributes: Team player, customer-focused and Reliable.
DUTIES	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 38/418	:	**ADMINISTRATIVE CLERK REF NO: REFS/ 056911** Chief Directorate EPWP: Directorate: Provincial Coordination
SALARY	:	R237 453 per annum, (plus benefits)
CENTRE	:	Head Office (Johannesburg)
REQUIREMENTS	:	Grade 12. No experience required. Administration exposure will be an added advantage. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, analytical, report writing and research. Must be computer literate (Knowledge of MS word, basic

Excel and outlook). Attributes: Self-driven. Team player. Adaptable and innovative.

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

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/419 : **ADMINISTRATIVE CLERK REF NO: REFS/ 056912 (X3 POSTS)**
Chief Directorate EPWP: Directorate: EPWP Monitoring and Evaluation

SALARY : R 237 453 per annum, (plus benefits)
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Grade 12. No experience required. Administration exposure will be an added advantage. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, analytical, report writing and research. Must be computer literate (Knowledge of MS word, basic Excel and outlook). Attributes: Self-driven. team player. adaptable and innovative.

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

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/420 : **BOILER OPERATOR REF NO: REFS/056866**
Chief Directorate: Maintenance

SALARY : R201 093. per annum, (plus benefits)
CENTRE : District Maintenance Hub: Tshwane: Mechanical Services
REQUIREMENTS : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1 year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.

DUTIES : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working

conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/421 : **BOILER OPERATOR REF NO: REFS/056903**
Chief Directorate: Maintenance

SALARY : R201 093 per annum, (plus benefits)
CENTRE : Laundry: Dunswart
REQUIREMENTS : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
DUTIES : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/422 : **BOILER OPERATOR REF NO: REFS/056814**
Chief Directorate: Maintenance

SALARY : R 201 093 per annum, (plus benefits)
CENTRE : Tulisa Park: Discovery Facility Maintenance Hub
REQUIREMENTS : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
DUTIES : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down

according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and sign off on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/423 : **BOILER OPERATOR REF NO: REFS/056867**
Chief Directorate: Maintenance

SALARY : R201 093 per annum, (plus benefits)
CENTRE : Tshwane: Cullinan Maintenance Hub
REQUIREMENTS : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1 year appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
DUTIES : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.
ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/424 : **BOILER OPERATOR REF NO: REFS/056868**
Chief Directorate: Maintenance

SALARY : R201 093 per annum, (plus benefits)
CENTRE : Tshwane: Weskoppies Facility Maintenance Hub
REQUIREMENTS : Grade 10 and an equivalent recognized National Steam Certificate. A minimum of 1-3 years' appropriate hands-on experience gained in boiler operating. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Planning and organising. Staff supervision. Communication (written & verbal). Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
DUTIES : Request chemicals from stores as required. Test quality of water of softeners as well as the returning flows of condensate water. Fill chemicals tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitor the stream pressure constantly Check correct

temperature of hot well tanks. Adjust the stoker for efficient steam delivery. Report all defects immediately. Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler. Ensure that standby boilers and funnel is full of water and chemicals at all times. Control the flow of fuel. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal of ash from boilers, gritt arrester and smoke box. Log all recordings as per the assessment in the logbook. Perform supervisory functions. Receive and signoff on the delivery of coal. Provide shift reports. Maintenance of shift/overtime register. Perform related adhoc duties.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 38/425 : **BOILER ASSISTANT REF NO: REFS/056904 (X3 POSTS)**
Chief Directorate: Maintenance

SALARY : R144 024 per annum, (plus benefits)
CENTRE : Laundry: Dunswart
REQUIREMENTS : Grade 10 (std 8). No experience required. Competencies: Basic knowledge of norms and standards on low pressure. Knowledge of Maintenance Works Norms and Standards. Knowledge of maintenance tools. Knowledge of Occupational Health and Safety Act. Skills: Interpersonal relations. Ability to utilise Public Works maintenance tools. Attributes: People centred. Professionalism. Collective responsibility. Transformation. Batho Pele Principles. Attention to detail. Honesty and integrity. Strong ethics.
DUTIES : Assist with recording of boiler readings. Trim coal and ash removal from gritt arrester. Clean the boiler, boiler house and the surrounding environment. Regular maintenance of ash trolleys. Apply chemicals and salt to the brine tank as prescribed. Clean the brine tank and water filter. Proper usage of protective clothing (Self/Visitors). Identify and report safety hazards. Dust and clean the boilers, boiler house, coal bunker area, chemical tanks/brine tank and windows.
ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Applications should be submitted online at: https://jobs.gauteng.gov.za
CLOSING DATE : 09 November 2026 @00:00 midnight
NOTE : Applications should be submitted online and must be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Pre-entry SMS certificate is compulsory for SMS appointments. 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 Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the

interview process. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 38/426 : **DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES REF NO: REFS/056949**
Directorate: Gauteng Audit Services

SALARY : R1 317 384 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 7) in Internal Auditing / Accounting or Four-Year B- Tech Degree with majors in Accounting and Auditing. A Post graduate qualification and Certified Internal Auditor/Chattered Accountant would be advantageous. 5 years of experience at middle/senior managerial level in Internal audit. Valid driver's license. Public Service SMS Pre-Entry certificate submitted prior to appointment. Knowledge of Management Ability, Public Finance Management Act, Treasury Regulations, DPSA Frameworks, PFMA and IIA Standards.

DUTIES : To lead and manage Risk and Compliance audit for GPG Departments and Trading Entities. Manage and develop the compilation of the Department's three-year risk-based audit plans (minimum of 3 Departments). Direct and lead the implementation of the approved Departmental three-year risk-based audit plans. Manage and ensure that audits are conducted in accordance with GAS audit methodology, IIA Standards and best practice. Manage stakeholder engagement and reporting. Manage Resources; Maintenance of discipline. Management of performance and development of staff. Undertake Human Resource and other related administrative functions including recruitment process. Establish, implement, and maintain efficient and effective communication arrangements. • Develop and manage the operational plan of the unit and report on progress as required. Implement, and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Plan and allocate work. Perform strategic and operational planning. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Manage the implementation of GAS Risk Management Mitigation Plan.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

NOTE : The position is earmarked to address employment equity in terms of female and youth representation at Senior Management level.

POST 38/427 : **DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: REFS/056952**
Directorate: Financial Governance

SALARY : R1 317 384 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF Level 7) in Risk Management/ Auditing or Finance. 5 years' experience in middle / senior management level in Risk Management. Public Service SMS Pre-entry Programme must be submitted prior to appointment. Valid driver's license.

DUTIES : To manage, promote and enforce Provincial Risk Management Services in Departments and delegated Municipalities. Manage the development of Provincial Norms and Standards. Provide technical guidance and capacity building to Departments and Municipalities. Monitor, evaluate and report on Risk Management implementation in Departments and Municipalities. Manage and communicate Audit findings. Manage the development and review of a Provincial Risk Register. Management of the Directorate.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

NOTE : The position is earmarked to address employment equity in terms of female and youth representation at Senior Management level.

OTHER POSTS

POST 38/428	:	**DEPUTY DIRECTOR: ACCOUNTING SUPPORT REF NO: REFS/056953** Directorate: Financial Governance
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three- year tertiary qualification (NQF level 7) in Financial Accounting as major subject. 3-5 years junior Management level (ASD) experience in accounting environment.
DUTIES	:	To provide accounting service support. Facilitate and support departments and entities with the implementation of accounting policies to comply with minimum requirements. Manage the provision of technical assistance in terms of accounting support with regards to best practices. Facilitate and coordinate training regarding accounting standards and compilation of financial statements. Manage the component.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/429	:	**DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: REFS/056954** Directorate: Provincial Supply Chain Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three- year tertiary qualification (NQF level 7) in Business Management/ Purchasing/ Supply Chain Management (SCM)/ Procurement Management. 3-5 years' experience in Transversal Sourcing at a Junior Management (ASD Level);
DUTIES	:	To manage Strategic Sourcing services to the Gauteng Provincial Government. Manage the increase of BBBEE Preferential Procurement spend from 60% to 70%. Manage the adherence to Operational Budget by achieving 98% budget spend. Improve tender processes and reduce turnaround time (from 120 -90 days). Manage contract to client satisfaction and to increase customer satisfaction. Reports submitted timeously. Management of staff.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/430	:	**DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: REFS/056956** Directorate: Sustainable Fiscal Resource Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 7) in Finance/ Commerce/ Economics/ Built Environment/ Law/ Public Management. 3 – 5 years' experience at Junior Management level in PPP's/ Infrastructure/ Law/Commerce/Project Management. Knowledge of the Constitutional, legal and institutional arrangements governing South Africa.
DUTIES	:	To manage the implementation of Municipal and Provincial Public Private Partnerships (PPP) infrastructure projects. Monitor compliance with relevant regulations governing Public Private Partnership (PPP)'s. Provide technical support and advice for PPP Infrastructure projects. Analyse restructuring projects and feasibility studies for non-core functional services. Facilitate the implementation of PPP infrastructure projects. Identify and assess potential PPP infrastructure projects. Provide support to management on Ad-hoc/ non-PPP related tasks and projects. Render the following additional support to the Directorate: Administrative and financial support, Project and human resource related support to the Directorate and supervisory and management of staff (where applicable). Manage the mandatory Monitoring and Evaluation function of the Unit. Risk Management, Budget and Procurement functions.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862

POST 38/431	:	**DEPUTY DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: REFS/056957** Directorate: Municipal Finance Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3-5 years' experience at junior management or supervisory level and people management experience. 5 years of experience in Asset Management. At least 3 years working experience in Local Government or Provincial Treasuries' MFMA Unit. Knowledge of Public Service Act and Regulations, SA Constitution, Disaster Management Act, Electricity and Water Act, Municipal Finance Management Act and Regulations.
DUTIES	:	To promote and enhance effective asset management in the municipal sphere of government in full compliance with Municipal Finance Management Act (MFMA) and related MFMA Regulations. Manage and provide leadership to the sub-directorate. Provide and manage the monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required includes inventory management. Manage the monitoring, evaluation, and reporting on compliance by municipalities with asset practices against the legislated prescripts. Provide and manage support to municipalities pertaining to municipal asset management.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/432	:	**DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES (CASH MANAGEMENT, INVESTMENT MANAGEMENT AND BORROWINGS MANAGEMENT) REF NO: REFS/056959** Directorate: Municipal Finance Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three- year tertiary qualification (NQF level 7) in Corporate Finance / Financial Accounting/ Auditing. 3 – 5 years of experience at supervisory/ junior management level in Local Government or Corporate Finance. A driver's licence.
DUTIES	:	To monitor and promote effective management of financial assets and financial liabilities in the municipal sphere of government. Manage and implement the monitoring of cash management practices by municipalities and municipal entities in compliance with the Municipal Finance Management Act (MFMA) and relevant regulations. Manage and implement the monitoring of investments practices by municipalities and municipal entities in compliance with the Municipal Finance Management Act (MFMA), and the Municipal Investments Regulations. Manage and implement the monitoring of short and long-term borrowings in municipalities and municipal entities in line with the Municipal Finance Management Act (MFMA), and the Municipal Debt Disclosure Regulations. Manage the support provided to municipalities pertaining to cash management, investments management, and borrowings. Management of the resources.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/433	:	**DEPUTY DIRECTOR: MUNICIPAL REVENUE MANAGEMENT REF NO: REFS/056960** Directorate: Municipal Finance Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 7) in Financial Management / Accounting/ Auditing/ Internal Auditing/ Cost Management / Cost Accounting. 3 - 5 years' experience of which 3 must be at supervisory / junior management level in local government finance, preferably monitoring or implementing Municipal Budgets/ Revenue Management.

DUTIES	:	To promote effective revenue management in the municipal sphere of government and ensure compliance with the Municipal Finance Management Act. Manage the monitoring of the municipal revenue management processes in municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act, the MFMA Regulations and other related Legislations. Manage monitoring of compliance with compliance with the Municipal Finance Management Act and related Legislations by local authorities related to Municipal Revenue Management. Provide relevant and bespoke support to municipalities pertaining to municipal revenue management and related processes. Manage effective and strategic intergovernmental relations (internally and externally). Includes participation in intergovernmental meetings, workshops, collaboration sessions, especially with the National Treasury. Manage resources.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/434	:	**DEPUTY DIRECTOR: MFMA IMPLEMENTATION AND CAPACITY BUILDING REF NO: REFS/056962** Directorate: Municipal Finance Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 7) in Accounting/ Financial Management/ Public Finance/ Public Administration/ Economics/ Local Government Finance/ Auditing/ Commerce or related field. 3-5 years junior Management level (ASD) experience in the accounting environment in municipal oversight, MFMA compliance monitoring, capacity building, stakeholder coordination, and support interventions and/or related environment.
DUTIES	:	To monitor compliance with financial management and annual reporting framework. Coordinate MFMA Implementation and Policy support. Monitor, support and report on the implementation of the MFMA and supporting regulations. Coordinate, engage and support stakeholder's engagements to enhance MFMA compliance. Coordinate and Monitor Municipal Capacity Building Programmes. Management of resources.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/435	:	**DEPUTY DIRECTOR: FINANCIAL RISK AND ESCALATIONS REF NO: REFS/056963** Directorate: Provincial Supply Chain Management
SALARY	:	R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 7) in Supply Chain Management/ Finance or Accounting. 3-5 years' experience in the Financial and economic environment at an ASD level. Valid driver's license.
DUTIES	:	To manage, develop and provide price strategies, financial analysis, contract price adjustment, and mitigate the identified supply chain risks. Manage the Development of price strategies. Review financial analysis performed and Reporting. Review and approved price adjustment calculations. Monitor Identified risks on transversal contracts. Manage the Stakeholder Relationships and Personnel.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/436	:	**ASSISTANT DIRECTOR: FINANCIAL RISK AND ESCALATION REF NO: REFS/056965** Directorate: Provincial Supply Chain Management
SALARY	:	R487 197 per annum, (plus benefits)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF level 7) in Supply Chain Management/ Law/ Finance or Accounting. 3-5 years' experience in the Financial and economic environment. A valid driver's licence.
DUTIES	:	To develop and provide price strategies, financial analysis, contract price adjustment, and mitigate the identified supply chain risks. Conduct industry research. Perform financial analysis. Perform price adjustment calculations.

Identify risks on transversal contracts. Provide training process. Provide monthly, quarterly and annual reporting.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/437 : **ASSISTANT DIRECTOR: PUBLIC FINANCE MANAGEMENT ACT (PFMA) REF NO: REFS/056968**
Directorate: Financial Governance

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) in Auditing/ Accounting/ Compliance or Risk Management. A Postgraduate Diploma in Compliance will be an added advantage. 3–5 years' experience in the Accounting/ Risk Management/ Compliance, and or Auditing environment at an administrative functional level. Demonstrated ability to apply governance frameworks, interpret legislation, and support organisational. Understanding of PFMA, Treasury Regulations and relevant legislations.
DUTIES : To monitor, evaluate and report compliance with the provisions of PFMA and Treasury Regulations within GPG Departments. Provide guidance for the development of a compliance universe and the categorization of acts within it for the GPG departments. Assist in reviewing and finalizing Compliance Risk Management Plans (CRMP). Assist with the implementation of CRMP action plans monitored and tracked. Assist with tracking and monitoring the implementation of Compliance Risk Management Action plans and the AGSA Audit recommendations for GPG Departments. Coordinate PFMA requests by providing advice to the Head of Department through a formal letter. Provide training to GPG Departments as requested or as identified by the unit: Management of the unit.
ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/438 : **ASSISTANT DIRECTOR: SYSTEM SUPPORT AND TRAINING REF NO: REFS/056970**
Directorate: Financial Governance

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year-tertiary qualification (NQF level 6) in Computer Science / Information Technology / Informatics / Financial Information Systems / Finance related qualification / Public Management. 3 – 5 years' experience in SAP Enterprise Resource Planning (ERP) System Support Procurement Support and Financial Accounting. (SAP FI, MM) and training. 3 – 5 years' experience in a full cycle of project implementation as well. Both ERP support system support and project management experience are mandatory requirements for these posts. Knowledge of the Public Finance Management Act (PFMA) Knowledge of Municipal Finance Management Act (MFMA) Knowledge of customer relationships in a shared services environment.
DUTIES : To provide system support to all GPG SAP/SRM users on transversal systems. Monitor compliance and enforce prescribed legislation, policies, and guidelines relating to transversal systems. Render support services and guidance to transversal systems users. Co-ordinate the capacity building of transversal system users. Monitor access management of transversal systems closely with SAPSRMERP and SAPAUTH teams. Administrative management of the Section/Unit; Supervise and manage tasks assigned to specialist super users (SAP/SRM System Support Team).
ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/439 : **ASSISTANT DIRECTOR: STRATEGIC SOURCING REF NO: REFS/056972 (X2 POSTS)**
Directorate: Provincial Supply Chain Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) in Business Management/ Purchasing/ Supply Chain Management (SCM)/ Procurement Management. 3-5 years' experience in Transversal Sourcing as an administrator in procurement and/or supply chain managerial position. Knowledge of procurement best practices including sourcing strategies. Experience in vendor

management and BBBEE /SMME development. Experience and understanding of the South African market.

DUTIES : To provide Transversal Sourcing services to the Gauteng Provincial Government. Improve tender process and reduce turnaround times from 120-90 days. Finalise award of contract within agreed SLA. Contract Management: Manage contract to client satisfaction and increase customer satisfaction and submission of status report. Obtain minimum satisfaction level form customer service. Facilitate that the contract is visible on the system (SRM & /SAP R3) Increase BBBEE preferential procurement spends from 60% to 70%.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/440 : **ASSISTANT DIRECTOR: MFMA IMPLEMENTATION AND CAPACITY BUILDING REF NO: REFS/056973**
Directorate: Municipal Finance Management

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year-tertiary qualification (NQF level 7) in Accounting/ Financial Management/ Public Finance/ Public Administration/ Economics/ Local Government Finance/ Auditing/ Commerce or related field. 3-5 years' experience in municipal oversight, MFMA compliance monitoring, capacity building, stakeholder coordination, and support interventions and/or related environment.

DUTIES : To facilitate and support the coordination, monitoring, reporting and evaluation of the implementation of the Municipal Finance Management Act. To facilitate and support the coordination and effective implementation of the MFMA and related policies. To facilitate the monitoring, supporting and reporting on the implementation of the MFMA and supporting regulations. Contribute and participate in stakeholder engagements to enhance MFMA Compliance. To facilitate the Coordination and Monitoring of Municipal Capacity Building Programmes. Facilitate the Coordination of Knowledge Management, Research, and Best Practice Sharing.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/441 : **ASSISTANT DIRECTOR: SCM DEMAND AND CONTRACT MANAGEMENT REF NO: REFS/056974**
Directorate: Office of the Chief Financial Officer

SALARY : R487 197 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) in Supply Chain/ Procurement/ Finance/ Law/ B-Tech in Logistics. Drivers licence. 3 - 5 years' experience in the Demand and Contract Management environment as an administrator/at functional level. Knowledge of Public Service Act and regulations. Knowledge of accounting principles, practices and concepts. Knowledge of National and GPG Treasury Regulations. Knowledge of GPG delegation of authority requirements and policies and procedures. Knowledge of GPG financial and administration processes, policies and procedures.

DUTIES : To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. To supervise and render a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to contracts. Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual Procurement and demand plan. Supervise and compile tender/quotation specifications as required. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following:

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/442	:	**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/056976** Directorate: Office of the Chief Financial Office
SALARY	:	R487 197 per annum, (plus benefits)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF level 7) in Financial Accounting. 3-5 years' experience in Financial Accounting at supervisory level. Knowledge And Skills: Understanding of Public Service Regulations, Acts, policies and procedures. Public Finance Management Act (PFMA) and Treasury regulations.
DUTIES	:	Manage the provision of Financial Accounting Services. Revenue and Cash Management: manage the collection and recording of revenue, cashier management, ensure that the cash is allocated correctly, monitoring of the cash book, petty cash management, managing the departments liquidity requirements. Debt management; administration and clearing of inter-departmental receivables and payables monthly, oversee the identification and accurate recording of debts owed to the department. Expenditure Management: Ensure timely payment of goods and services, oversee the verification of source documents; supplier reconciliation, authorise the payment of transfers and subsidies processed on the accounting system. Reporting; Reporting: oversee the compilation of Section 40 PFMA report, interim and annual financial statements, clearing of suspense accounts, trial balance analysis; ensure the safeguarding of all source documents. Liaise with internal and external stakeholders on financial management matters Supervise employees to ensure sound financial management services, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage performance, conduct and discipline of subordinates.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/443	:	**ASSISTANT DIRECTOR: ACCOUNTING COMPLIANCE (GENERAL ACCOUNTING) REF NO: REFS/056977** Directorate: Financial Governance
SALARY	:	R487 197 per annum, (plus benefits)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three year-tertiary qualification (NQF level 7) as recognised by SAQA in Financial Accounting or BCom -Majoring in Financial Accounting. 3-5 years' proven work experience in the monitoring and analysing of processing journals, analysing General Ledger, and worked in the accounting environment at an administrator functional level. BAS, SAP, PERSAL and online processing of journals on BAS experience will be an advantage.
DUTIES	:	To provide effective and efficient accounting compliance services to the GPG Departments and Trading Entities. Engage with relevant internal and external stakeholders regarding Trial Balance (TB) analysis, monitoring expenditure and reviewing the AFS/IFS. Monitor the processing of Journals and Perform manual interface. Monitor the analysis of Expenditure Reports against Approved Budget. Analyse and reconcile ledger report according to the NT Accounting Standards for GPG departments. Review of Annual and Interim Financial Statements (AFS/IFS) reports in accordance with applicable accounting standards. Supervision of staff.
ENQUIRIES	:	Ms. B. Mtshizana at 060 387 4862
POST 38/444	:	**SENIOR ADMINISTRATION OFFICER AUDITOR: PERFORMANCE AUDIT REF NO: REFS/056978 (X5 POSTS)** Directorate: Gauteng Audit Services
SALARY	:	R413 001 per annum, (plus benefits)
CENTRE	:	Johannesburg
REQUIREMENTS	:	A three-year tertiary qualification (NQF level 6) in Auditing/ Accounting/ Financial Management. 2 – 3 years' experience in Performance Audit environment, Driver's License. Knowledge Departmental policies and procedures. Public Finance Management Act. Treasury Regulations, DPSA Frameworks and IIA Standards.
DUTIES	:	To conduct performance audit reviews for GPG departments. Prepare, coordinate and facilitate Audit plans for departments; Participate in the

development of the annual audit plan through risk stakeholder consultations, Develop detailed audit engagement plans, including audit objectives, scope, methodology, and resource allocation. Assist in identifying key risks, symptoms, control weaknesses and areas requiring improvement prior to commencement of the audit. Prepare agenda and attendance register for contact meeting within a stipulated time frame of receiving signed engagement letter and steering Committee. Gather background information, analyse APP, Ops plans, budget etc, Document system descriptions, perform walk through tests. Prepare the audit program (developing audit procedures) Sign off planning documents and update Team-mate file. Conduct audits in compliance with Gauteng Audit Services (GAS) Performance audit methodology. Perform audit project in compliance with Gas: Performance Audit Methodology. Report and communication on Audit Projects conducted. Provide support and advisory services to Client Departments. Provide Administrative duties.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/445 : **ADMINISTRATION OFFICER: SECURITY REF NO: REFS/056979**
Directorate: Corporate Services

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Public Management/ Administration. 1 - 2 years' experience in safety and security services environment. Basic OHS experience, investigative skills, CCTV cameras, creation of access cards/biometric access. Knowledge of Public Service Act and regulations. Customer service. MISS Document and Knowledge of Safety and Security Act.

DUTIES : To coordinate and implement security Services within the department. Facilitate, monitor and render the administration of technical security and safety administration of CCTV and Digital video recorder (DVR); Monitor CCTV cameras, Retrieve CCTV footage for investigation purposes, Continuous monitoring of CCTV and Collection of evidence on DVR. Maintenance and administration of access control system; Implement and reset card readers and biometric readers, create access for new employees and issue ID cards (taking pictures), Liaise with IT unit and HR (New appointments and resignations), Provide equipment pass-outs (link to access cards), Maintaining and update the access and asset databases, maintain system integrity, prevent unauthorised access and minimise downtime. Conduct and implement risks and threats assessments; Identify security related risks and threats by walkabouts and inspections, Implement the findings of the Threats and Security assessment and Audits, Compile reports of security breaches and submit to supervisor, assist in investigations of all security breaches/incidents, Liaise with SAPS about stolen GPT assets and request affidavits, Interview staff members and obtain statements. Assist in investigation of all crimes and incidents in the department; Coordinate the reporting of the lost/damaged IT equipment on the Loss/Damaged template, facilitate the reported case dockets and liaise with SAPS about stolen GPT assets and request affidavits, gather evidence (CCTV footage, statements etc.) for investigations, Investigate and confirm cases and obtain the statement from the witness. Produce investigated Reports with relevant recommendations. Coordinate the implementation of staff vetting services. Facilitate the implementation of vetting awareness programs; Coordinate the provision of MISS training facilitated by State Security Agency, Issue vetting forms and the provision of screening for both staff and service providers, Submission of vetted forms to the State Security for processing and the maintenance of proper safekeeping, File vetting results on the database and communicate the results with the 10, employees and relevant stakeholders, implement the remedial action where necessary, assist in conduct sweeping (TSCM- Technical Surveillance Counter Measure). at the location where sensitive information will be discussed, Safeguard the sensitive and classified information as provided by MISS.

ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/446 : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: SCM, CLIENT SUPPORT AND DIRECTOR: SCM, POLICY NORMS AND STANDARDS REF NO: REFS/056980 (X2 POSTS)**
Directorate: Provincial Supply Chain Management

SALARY : R338 106 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric + Secretarial Diploma or equivalent qualification. 3 – 5 years' experience in office management or similar role. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Knowledge of Public Service Act and regulations.
DUTIES : To render secretariat support services to the Provincial Supply Chain Management. Provides a secretarial/receptionist support service to the DDG/Chief Director/Director(s): Renders administrative support services. Provides support to managers regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant Public, Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

POST 38/447 : **MESSENGER/DRIVER REF NO: REFS/056981**
Directorate: Office of the Chief Financial Officer

SALARY : R201 093 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 or equivalent appropriate qualification. 1- 2 years' experience. Valid driver licence as well as a Professional Driving Permit (PDP). Basic Computer literacy, Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform messenger functions, Sound interpersonal skills.
DUTIES : To provide driving functions for Gauteng Provincial Treasury. Delivery and collection of items. Provision of shuttle services. Delivery and collection of vehicles. Delivery and collection of staff. General Administration function. Conduct daily vehicle inspections.
ENQUIRIES : Ms. B. Mtshizana at 060 387 4862

DEPARTMENT OF ROADS AND TRANSPORT

MANAGEMENT ECHELON

POST 38/448 : **CHIEF FINANCIAL OFFICER REF NO: REFS/057042**
Branch: Finance

SALARY : R1 554 696 – R1 858 821 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A post graduate qualification (NQF level 7) Accounting / Financial Management / Management Accounting / Finance/Auditing. 5 years' experience at a senior managerial level in financial / management / management accounting field. A valid driver's license. Completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government must be submitted prior to appointment. Knowledge: PFMA and Treasury Regulations, Modified Cash Standard and Public Sector Accounting, Budgeting, Costing, and Financial Modelling, Audit and Compliance Management, Infrastructure Financial Management, Financial Systems (BAS, LOGIS, PERSAL, SCOA , GPDRT and GPG policies and procedures, Relevant public service prescripts, Service Level agreements, DORA, PPPFA, Preferential Procurement Regulations. Skills: Strategic management, Project management methodologies, Business Performance management, Change management, Stakeholder relations, Analytical thinking, Policy formulation, Financial management, Problem solving, Report writing.

DUTIES	:	Oversee the strategic financial leadership, innovation and internal control systems. Oversee promotion and implementation of good corporate governance and compliance pertaining to financial policies, legislations and regulations. Oversee Financial Accounting and Reporting management. Lead the Budgeting, Management Accounting and MTEF. Oversee Supply Chain Management Services. Manage resources (Human/ Finance/ Assets).
ENQUIRIES	:	Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175
APPLICATIONS	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered
NOTE	:	Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Females and Persons with disabilities.
CLOSING DATE	:	06 November 2026
POST 38/449	:	**DIRECTOR: INFORMATION TECHNOLOGY REF NO: REFS/057046** Branch: Corporate Services
SALARY	:	R1 317 384 – R1 551 696 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
CENTRE	:	Johannesburg (Head Office)
REQUIREMENTS	:	An undergraduate qualification at NQF Level 7 in Information Technology, Computer Science, Information Systems, Informatics, Business Information Systems / Business Information Management. 5 years' experience at the middle management (Deputy Director post)/Senior Management level in ICT environment. Completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government must be submitted prior to appointment. Knowledge: GPG and GPDRT policies and procedures, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures, Information Systems development life cycle, Servers & networks. ICT Governance,

Desktop Support. Kills: Client orientation and customer focus, People management and empowerment, Service delivery innovation, Programme and project management, Strong problem solving and analysis, Employee relations, Change management, Business performance management, Community relations, Stakeholder relationship management, Public Relations.

DUTIES : Provide ICT leadership and advisory services to the Department and stakeholder management. Manage ICT governance, policy, compliance and risk management. Manage and maintain departmental information systems. Manage ICT infrastructure, operations and end-user support services. Manage ICT security, continuity and resilience. Manage ICT projects and financial governance standards. Manage resources.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Females and Persons with disabilities.

CLOSING DATE : 06 November 2026

OTHER POSTS

POST 38/450 : **DEPUTY DIRECTOR: MEDIA AND STRATEGY REF NO: REFS/056938**
Branch: Corporate Services

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : National Diploma NQF level 6/ Bachelor's degree NQF 7 in Communications/Public Relations/Media Liaison/Journalism. 3-5 years' experience at Assistant Director level (Junior Management) within the communications environment. Knowledge and skills Relevant legislation and Public Service Regulations, Gauteng Provincial Treasury policies and procedures, and the National Road Traffic Act. Client orientation and customer focus; people management and empowerment; service delivery innovation; strong problem-solving and analytical skills; employee relations; change management; stakeholder relationship management; financial management

and analytical skills; research and report-writing; presentation skills and the use of analytical tools.

DUTIES : Manage media networking and briefing sessions. Manage Media Content as a liaison between the Department and the Media stakeholders. Manage the implementation of the department's media strategy. Manage resources (Human, Finance, Equipment, Assets) in the sub-directorate.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.

CLOSING DATE : 06 November 2026

POST 38/451 : **DEPUTY DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: REFS/057124**
Directorate: Corporate Services

SALARY : R932 292 per annum (Level 11)
CENTRE : Bedfordview
REQUIREMENTS : NQF Level 7 in Communications/Marketing A valid Driver's License 3 – 5 years at Assistant Director level in Communications. A valid Driver's Licence. Knowledge in Government Communication Systems. Marketing and Branding Media Relations and Public Relations Digital Communication and Social Media. Stakeholder and Public Engagement Legislative and Regulatory Frameworks Strategic Management Financial and Resource Management Research and Communication Analysis.

DUTIES : Manage the development and implementation of marketing and communication strategies: Develop and implement an annual Marketing and Communication Strategy aligned to g-FleeT's strategic goals and APP. Align communication plans with service delivery priorities, including fleet optimisation, cost reduction, and customer satisfaction. Coordinate integrated campaigns to promote g-FleeT services and innovations. Provide strategic communication support, SMT, and the Office of the MEC where required. Review and update strategies based on performance data and stakeholder

feedback Manage the development and implementation branding in line with Corporate Identity standards: Develop and enforce brand guidelines for all internal and external communications. Review and approve marketing materials to ensure compliance with corporate identity standards. Promote brand visibility across government platforms and stakeholder environments. Strengthen brand positioning as a reliable and innovative fleet management entity. Conduct periodic brand audits to ensure consistency. Manage stakeholder engagement and public relations: Develop and implement stakeholder engagement plans targeting client departments, municipalities, and entities. Manage public relations activities, including media liaison, press releases, and stakeholder communications. Facilitate media inquiries in line with government communication protocols. Facilitate stakeholder awareness sessions and outreach programmes. Monitor public perception and reputational risks and implement mitigation strategies. Enhance digital marketing and content management: Develop and manage content for the g-FleeT website and digital platforms.: Implement social media strategies to increase engagement and awareness. Develop email marketing and internal communication campaigns. Manage regular updates of digital platforms with relevant and accurate information. Use digital platforms to promote customer-centric services and innovations. Promote g-FleeT services to drive utilisation: awareness, and stakeholder value. Design and implement targeted marketing campaigns for fleet services and new initiatives. Develop marketing collateral (brochures, presentations, reports, promotional materials). Support rollout of new systems and services through communication campaigns. Coordinate internal campaigns to improve staff awareness and alignment. Evaluate campaign effectiveness and refine approaches accordingly. Deliver high-impact events and communication platforms that support stakeholder engagement and service awareness: Plan and manage corporate events, including launches, stakeholder forums, and roadshows. Coordinate participation in government and industry exhibitions. Develop speeches, presentations, and briefing notes for leadership. Ensure professional execution of all events aligned with branding and strategic objectives. Evaluate event outcomes and stakeholder feedback Conduct research, monitor and report using data, insights and performance tracking: Conduct market and stakeholder research to identify trends and opportunities. Monitor marketing and communication performance indicators (e.g., customer satisfaction, engagement levels). Compile monthly, quarterly, and annual reports on communication activities. Analyse campaign performance and provide recommendations for improvement. Benchmark g-FleeT performance against industry and public sector best practices. Manage Resources: Manage employee performance through Performance Management and Development System (PMDS) processes Prepare and manage the unit's budget in line with organisational priorities and PFMA requirements. Prepare and manage the unit’s budget in line with organisational priorities and PFMA requirements. Monitor expenditure and ensure effective, economical, and efficient utilisation of resources. Manage communication and marketing assets, equipment, and information resources.

ENQUIRIES : Ms. Precious Maimela Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver’s license on or before the day of the interview. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department’s equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the

Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/452 : **DEPUTY DIRECTOR: LOSS CONTROL AND VEHICLE MONITORING REF NO: REFS/057132**
Directorate: Transport Support Services

SALARY : R932 292 per annum (Level 11)
CENTRE : Bedfordview
REQUIREMENTS : NQF Level 7 in Transport Management or Logistics, 3-5 years relevant experience in vehicle tracking industry and fleet management environment at supervisory/management (ASD) Level. A Valid driver's License. Knowledge in Fleet Management Operations Loss Management Monitoring and Compliance Financial Management Investigations and Risk Management Data Analysis and Reporting Stakeholder Management.
DUTIES : Manage vehicle tracking operations and risks: Develop and implement loss prevention and vehicle security strategy. Monitor fleet movement and identity risk anomalies and unauthorised vehicle usage. Investigate vehicle incidents. Establish and maintain procedures to minimize operational losses. Coordinate with law enforcement when required. Implement training programmes on tracker technology and customer service. Manage theft and recovery processes: Coordinate recovery efforts by external stakeholders e.g. law enforcements agencies and clients. Maintain accurate records of theft incidents recoveries and associated performance matrix. Prepare operational loss control and recovery performance reports. Manage customer support function and technical services delivery: Supervise technical support personnel and field technicians. Maintain strong technical knowledge of telematics and fleet technology. Manage and review technical service contracts and service provider performance. Manage customer escalations and resolve complex operational issues. Manage compliance with service level agreements and contractual obligations. Monitor technical support operations and drive continuous improvement in loss control and fleet visibility: Monitoring of fleet activities and critical alerts. Implement best practices for fleet visibility and operational efficiencies. Manage escalations relating to tracker devices

communication failures and monitoring exceptions. Monitor customer support recovery success rates, monitoring efficiency and technical performance. Utilize advance Excel tools to analyse fleet performance to identify trends and management reports for executive decision making. Manage Resources: Manage employee performance. Manage employee personal development plans. Management and Development System (PMDS) processes. Prepare and manage the unit's budget in line with organisational priorities and PFMA requirements. Monitor expenditure and ensure effective, economical, and efficient utilisation of resources.

ENQUIRIES : Ms. Precious Maimela Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/453 : **ASSISTANT DIRECTOR: FLEET LOGISTICS REF NO: REFS/057057123**
Directorate: Permanent Fleet

SALARY : R487 197 per annum (Level 09)
CENTRE : Bedfordview
REQUIREMENTS : A minimum three-year National Diploma (NQF Level 6) qualification in Transportation, Logistics, Public Management and Administrative degree, A valid B/EB driver's License. Three (3) to Five (5) years functional experience in Fleet Management Services environment. Knowledge of managing Full Maintenance Lease (FML) contracts and must be proficient in MS Suite (Excel). Knowledge in Fleet Logistics Management Supply Chain and Logistics Operations, Fleet Maintenance Management, Legislative and Regulatory Compliance Financial Management Fleet Information Systems Risk and Operational Management Performance Monitoring and Reporting.

DUTIES : Implement prescribed policies: Adhere to and promote applicable legislation, departmental prescripts, transport policies and the Code of Conduct for the Public Service. Monitor compliance with processes, procedures and internal controls of the Entity. Participate in the development, review and implementation of policies and standard operating procedure (SOP) to address identified gaps in the operation. Monitor the implementation of approved policies, procedures and recommend corrective measures where non-compliances is identified: Maintain appropriate records and evidence of policy compliance to support internal and external audits. Monitor the vehicle preparation process: Monitor the allocation process of vehicles in line with client needs (specification) and requirements Verify the roadworthiness of the vehicles prior to issuing the vehicle to client. Coordinate the end-to-end licensing and registration process. Liaison with internal / external stakeholders regarding vehicle fitments for new vehicles and monitor compliance with regulatory requirements (SOP and SLA). Coordinate dispatch and receiving of vehicles: Monitor the process of vehicle dispatch to clients. Verify the accuracy of vehicle usage data captured on the Fleet Information System (FIS) Monitor the returns and replacements of vehicles at the end of term and facilitate the handover process to Asset Management. Maintain accurate records of vehicle information on file. Monitor vehicle contracts and administration: Monitor contract management in line with Full Maintenance Lease (FML) agreements. Compile monthly and quarterly reports on Fleet Leasing deliverables. Monitor utilisation of vehicles usage using different data sources to compile analysis on MS Excel. Provide input on the restructuring of contracts. Supervision of resources in the component and perform generic managerial function (Including people supervision): Provide operational guidance and support to the component. Supervise and monitor staff performance, work allocation, attendance and leave in accordance with the applicable policies and procedures. Monitor the utilisation of the financial and operational resources. Coordinate and monitor the implementation of the operational plans and work schedule activities related to Fleet Logistics functions. Promote a professional, accountable and performance driven working environment within the component. Maintain and update the operational risk register for fleet logistics activities.

ENQUIRIES : Ms. Precious Maimela Tel No: (010) 345 1538
APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification

verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/454 : **ASSISTANT DIRECTOR: CUSTOMER SERVICES CENTRE REF NO: REFS/057122**
Directorate: Customer Relations Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Bedfordview
REQUIREMENTS : NQF Level 6/7 in Public Administration / Business Administration Management. 3-5 years' experience in call Centre / Operations Management environment. Valid Driver's License. Computer literacy. Knowledge: Effective communication, writing and reporting skills. Knowledge: Customer Management. Result / quality Management. Innovation / Continuous improvement. Problem Solving. Analytical. Negotiation. Decision Making. Communication. Initiative. Diversity awareness.
DUTIES : Customer Service Management: Manage and coordinate Customer Service Centre operations. Ensure customers receive efficient, professional, and timely services. Monitor service standards and compliance with organizational policies. Develop and implement customer service improvement initiatives. Supervision and Staff Management: Supervise and manage Customer Service Centre personnel. Allocate work, monitor performance, and provide guidance to staff. Facilitate staff training and development programmes. Conduct performance assessments and provide coaching where necessary. Customer Complaints and Queries Management Oversee the resolution of customer complaints, enquiries, and service requests. Investigate complex customer issues and recommend corrective actions. Ensure adherence to customer service turnaround times. Monitor trends in complaints and develop improvement interventions. Stakeholder Relations and Communication Liaise with internal and external stakeholders regarding customer service matters. Maintain effective communication channels with customers and service providers. Promote customer-centric service delivery practices. Monitoring, Evaluation and Reporting. Compile monthly, quarterly, and annual customer service reports. Analyse customer feedback and service performance data.

Monitor service delivery standards, customer satisfaction levels, and key performance indicators (KPIs). Provide recommendations to management for continuous improvement. Policy and Compliance Management. Ensure compliance with applicable legislation, departmental policies, and service standards. Assist in developing and reviewing customer service policies, procedures, and service charters. Promote adherence to Batho Pele Principles and public service regulations. Resource and Risk Management. Manage resources allocated to the Customer Service Centre. Identify operational risks and implement mitigation measures. Ensure proper management of assets, records, and information within the unit.

ENQUIRIES : Ms. Precious Maimela Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/455	:	**ASSISTANT DIRECTOR: CALL CENTRE REF NO: REFS/057121** Directorate: Customer Relations Management
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Bedfordview
REQUIREMENTS	:	NQF Level 7 in Public Administration/Business Administration Management. 3-5 years' experience in call Centre/Operations Management environment. Valid Driver's License. Computer literacy. Knowledge: Effective communication, writing and reporting skills. Knowledge: Customer Management. Result/quality Management. Innovation/Continuous improvement. Problem Solving. Analytical. Negotiation. Decision Making. Communication. Initiative. Diversity awareness.
DUTIES	:	Manage the implementation of prescribed policies: Adhere to and promote legislative, departmental prescripts and the code of conduct for the public service. Monitor compliance with call centre processes, procedures and internal controls of the entity, promote the application of Batho Pele Principles and customer service best practices, Develop and implement operational improvement initiative in response to identified service delivery gaps and operational requirements. Supervise and monitor daily call centre operations: Allocate operational resources to support effective call centre service delivery, monitor customer interactions and service delivery standards within the call centre environment, Maintain working relationships with internal and external stakeholders. Coordinate call centre reporting and administrative functions. Monitor customer query resolution and client support services: Monitor the resolution of customer queries and complaints within agreed turnaround times, provide guidance to clients on products, services and operational processes of the entity, track escalated queries and coordinating corrective actions where required, Analyse customer service trends and provide recommendations for continuous improvement. Coordinate vehicle allocation, Maintenance bookings and returns: Coordinate the issuing of short-term rentals to clients, coordinate the receiving and issuing of vehicles scheduled for maintenance and repairs booking, facilitate the handover process to asset management. Supervise Resource: Provide operational guidance and support to the component, Supervise and support staff in the execution of daily activities, monitor utilisation of financial and operational resources within the unit, compile budgetary inputs and provide recommendations on operational resource requirements, Facilitate staff development and promote continuous improvement within the component.
ENQUIRIES	:	Ms. Precious Maimela Tel No: (010) 345 1538
APPLICATIONS	:	All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za
NOTE	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All

shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/456 : **ASSISTANT DIRECTOR PANEL BEATING AND MECHANICAL REF NO: REFS/057120**
Directorate: Fleet Maintenance

SALARY : R487 197 per annum (Level 09)
CENTRE : Bedfordview
REQUIREMENTS : NQF Level 6 in Mechanical Engineering, Automotive Engineering, Transport Management, Fleet Management. 3-5 years' experience in vehicle repair, panel beating, fleet maintenance, or workshop management. Supervisory experience. Valid Driver's License. Trade Test Certificate in Panel Beating will be an added advantage. Knowledge: Fleet management principles. Vehicle body repair and restoration techniques. Occupational Health and Safety Act. Insurance and accident claim procedures. Public sector regulatory framework (if applicable).

DUTIES : Manage Panel Beating Operations: Direct panel beating and vehicle body repair operations. Coordinate the assessment and repair of accident-damaged vehicles, monitor repair turnaround times to minimise vehicle downtime, allocate work to panel beating staff and service providers, verify that repairs are completed according to manufacturer specifications and quality standards, Monitor workshop productivity and performance. Monitor Service Providers and Contractors: Evaluate the performance of panel beating contractors and suppliers, conduct inspections to verify quality and compliance with service level agreements, recommend corrective measures for underperforming contractors, facilitate contractor performance review meetings, Monitor contractor adherence to safety, environmental, and quality standards. Manage Vehicle Accident Repairs: Oversee the inspection and evaluation of damaged vehicles, approve repair quotations and repair methodologies, Coordinate interactions with insurance companies, assessors, and repair contractors, monitor repair progress and resolve repair-related challenges, verify that repaired vehicles are roadworthy before release, Maintain records of accident repair costs and trends. Manage Fleet Repair Costs and Budget: Monitor expenditure related to panel beating and accident repairs, Analyse repair costs and identify cost-saving opportunities, verify the accuracy of invoices and payment requests, prepare budget forecasts and expenditure reports, recommend strategies to optimise repair and maintenance costs. Monitor Fleet Compliance and Governance: Implement policies, procedures, and standards relating to panel beating operations, verify compliance with occupational health and safety requirements, monitor adherence to fleet management regulations and governance frameworks, facilitate internal and external audits, implement corrective actions arising from audit findings. Manage Human Resources and Performance: Supervise and develop panel beating personnel, conduct

performance reviews and manage employee development plans, identify training and skills development needs, promote discipline, productivity, and teamwork within the section, Facilitate compliance with human resource policies and procedures.

ENQUIRIES : Ms. Precious Maimela Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/457 : **SENIOR ADMINISTRATOR OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/ 056940**
Branch: Corporate Services

SALARY : R413 001 per annum (Level 08), (plus benefits)

CENTRE : Johannesburg (Head Office)

REQUIRMENTS : An NQF level 6 National Diploma/NQF level 7 Bachelor's Degree in behavioural/social science/ social work /psychology. Minimum of 2-3 years'

experience in the field of health and wellness and or gender, youth and disability management. Knowledge and Skills Relevant Legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge and Knowledge of GPG political and executive structures. Change management, Planning and organising, Strategy, Policy development, Project Management, People oriented, Financial Management, Knowledge of Acts governing Public Service, including Employment Equity, Public Service, Labour Relations, Basic Conditions of Service, Basic Human rights, Millennium development Goals, National Strategic Plan on Employee Health and Wellness, COIDA and OHSA.

DUTIES : Raise employee awareness on healthy lifestyle matters through emails, newsletters and articles, Organize information sharing sessions and workshops on different lifestyle matters as guided by the health calendar, facilitate the activities of sports and recreation programme, distribute pamphlets and information brochure to employees on health and wellness, make all logistical arrangements e.g. Booking of boardrooms, catering and attendance registers and conduct awareness sessions on approved policies and programmes. Coordinate the provision of life skills coaching and mentorship programmes conducted by service providers or wellness specialists. Coordinate activities and provide secretariat services at wellness Committees eg. Wellness coordinator committee, peer educators committees, sports and recreation committees in the department. Provide administrative support on the services rendered by employee health and wellness contractors according to the agreed service standards. Handle administrative matters related to claims, invoices and payments of the service provider. Record and file keeping of all invoices and receipts of ordering and purchases done by the Unit. Manage the logistical arrangements of workshops and booking venues for events. Manage transport arrangements and booking accommodation for the sub directorate. Keeping records of meetings in the sub directorate. Provide inputs in the development of EHW policies. Update and amend the draft policy according to inputs from stakeholders during consultations. Facilitate workshops on EHW explaining policies, guidelines and procedures. Supervise admin officers and interns. Provide mentoring and coaching. Provide administrative support in management of office equipment, office allocation and assistive devices. Coordinate logistical arrangements for the implementation of EHW programmes.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication

of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to persons with disabilities, Coloured Females, Indian Females, White Females candidates.

CLOSING DATE : 06 November 2026

POST 38/458 : **SENIOR ADMIN OFFICER: TOWING AND AUCTIONS REF NO: REFS/057128**
Directorate: Fleet Maintenance

SALARY : R413 001 per annum (Level 08)
CENTRE : Bedfordview
REQUIREMENTS : NQF Level 6 in Public Management or Public Administration or Business Management. 2-3 years relevant experience in towing and auctions. Knowledge of towing, auctions and vehicle assessments. Ability to implement and maintain simple, effective record keeping for towing and police clearances. Ability to liaise with towing merchants and RT46 contract administrators. Ability to coordinate relief vehicles based on the approved procedures and policy. Ability to coordinate enquiries from client departments, service providers and other stakeholders relating to withdrawn vehicles, towing and auctions. Valid driver's license.

DUTIES : Oversee Vehicle Life Cycle Programme (Repairs and Maintenance): Oversee the provision of towing and auction services to the entity, Liaise with client departments, service providers and other stakeholders on towing, auctions and vehicle assessments, Coordinate enquiries relating to withdrawn vehicles, towing and auctions, Implement and maintain simple, effective record-keeping systems for towing and police clearances, Liaise with towing merchants and RT46 contract administrators, Compile weekly, monthly and quarterly reports on towing, auctions and vehicle assessments, Coordinate the planning, development, implementation and monitoring of towing, auction and vehicle assessment activities. Coordinate Towing and Auction Administration: Compile and administer auction documentation. Obtain, verify and maintain TransUnion vehicle values for auction and disposal processes, Compile and maintain vehicle assessment reports and supporting documentation, monitor staff performance and maintain performance administration records within the unit, Document activities and compile weekly progress reports for review, Verify the execution of applicable maintenance procedures and administrative controls. Monitor Strategy and Development Initiatives: Review new business initiatives that affect towing, auctions and vehicle assessments, participate in approved projects and operational improvement initiatives within the area of responsibility, Assess the operational impact of new initiatives, projects and process changes, Communicate approved initiatives and process changes to relevant stakeholders, monitor implementation of approved changes and record their effect on service delivery. Supervise unit resources, including people management: Make budgetary recommendations and advise on spending, supervise resources to ensure effective services, implement sound management of human resources within the component, perform daily supervision of the section, Facilitate and encourage staff development to meet the changing demands of the job. Maintain Stakeholder Relationships and Monitor Continuous Improvement: Review operational processes and recommend continuous-improvement actions for towing, auctions and vehicle assessments., Maintain strong relationships with internal and external stakeholders to promote effective service delivery, Engage and negotiate with key stakeholders to facilitate compliance with towing and assessment requirements, Liaise and communicate with departments, customers, suppliers and other service providers, Coordinate an effective interface with other departmental staff, Monitor improvement actions against entity goals, service standards and customer requirements. Coordinate Relief Vehicle Administration Activities: Coordinate requests and allocation of relief vehicles to client departments in line with approved procedures, Verify vehicle availability, allocation approvals and supporting documentation before release, Record vehicle issue and return dates, mileage, fuel levels and vehicle condition in the relevant registers or systems, Monitor the duration of relief vehicle allocations and follow up on overdue returns, extensions and

substitutions, Liaise with client departments and relevant internal units regarding relief vehicle availability, collection, return and replacement, Verify relief vehicles on issue and return and record any damages, defects or incidents for referral to the relevant unit. Compile weekly and monthly reports on relief vehicle allocations, utilisation, outstanding returns and exceptions.

ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/459 : **SENIOR ADMIN OFFICER: LOSS CONTROL AND VEHICLE MONITORING REF NO: REFS/057127**
Chief Directorate: Transport Support Services

SALARY : R413 001 per annum (Level 08)

CENTRE : Bedfordview

REQUIREMENTS : NQF Level 6 in Public Administration, Transport Management, Logistics Management, Business Administration, Fleet Administration. 3 to 5 years' experience in fleet administration, vehicle monitoring, transport operations, or fleet management. Experience working with vehicle tracking and telematics systems. Supervisory experience may be required. Valid Driver's License. Knowledge: Fleet management principles and practices. Vehicle tracking and telematics systems. Road Traffic Regulations. Fleet policies and procedures. Data analysis and reporting. Contract and service provider management. Risk management principles.

DUTIES : Maintain Fleet Vehicle Utilisation: Monitor fleet vehicles through vehicle tracking and telematics systems, Track vehicle movements, mileage, utilization, fuel consumption, and driver behaviour, identify irregularities such as unauthorized trips, excessive idling, speeding, and vehicle misuse, monitor optimal allocation and utilization of fleet vehicles, generate daily, weekly, and monthly vehicle monitoring reports. Monitor fleet compliance and governance requirements: oversee compliance with organizational fleet policies and procedures, monitor vehicle licenses, roadworthy certificates, permits, and insurance documentation, verify adherence to transport regulations and operational standards, Maintain accurate fleet records and audit-ready documentation. Reporting and Data Analysis: Analyze vehicle tracking data and identify trends, prepare management reports on fleet performance and utilization, Monitor key performance indicators (KPIs) relating to fleet operations, provide recommendations to improve operational efficiency and reduce costs. Supervise Administrative and Operational Processes: Maintain driver profiles and records, Monitor driver compliance with fleet policies, Report incidents of vehicle misuse, speeding, and non-compliance, Support driver awareness and corrective action initiatives, Verify fuel transactions against vehicle usage data, Identify and report potential fuel abuse or fraud, assist in implementing fuel-saving initiatives. Support Stakeholder and Customer Services: Liaise with internal departments regarding vehicle usage and allocation, respond to vehicle monitoring queries and requests, provide fleet information to management and external stakeholders, Maintain effective relationships with service providers and fleet users. Supervise resources: Provide operational guidance and support to the component, Supervise and support staff in the execution of daily activities, monitor utilization of financial and operational resources within the unit, compile budgetary input and provide recommendations on operational resource requirements, facilitate staff development and promote continuous improvement within the component.

ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All

shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/460 : **ADMIN OFFICER: ACCIDENTS AND TRAFFIC FINES REF NO: REFS/057116**
Directorate: Transport Support Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Bedfordview
REQUIREMENTS : Tertiary qualification: NQFL 6: Transport Management, Fleet Management, Public Management, Public Administration, 2-3 years' experience in the fleet environment, Public Service, Administration of Accidents, Administration of Traffic Fines, Report Writing and Computer Literacy. Knowledge: Strategic thinking, Customer management, Results/ quality management, Innovation/ continuous improvement, Problem solving, Analytical, Negotiation, Decision making, Communication, Initiative, Diversity awareness.
DUTIES : Administer Fleet Accident Management: Receive and register all accident reports involving government fleet vehicles, Verify accident documentation for completeness and compliance, Capture accident information on fleet management systems, Liaise with drivers, departments, insurers, assessors, and service providers, Monitor progress of accident claims and repairs, Maintain accurate accident records and support documentation, Facilitate the recovery of accident-related costs where applicable, Compile accident statistics and reports. Administer Traffic Fines Management: Receive, verify, and record traffic fines issued to government vehicles, identify responsible drivers through vehicle allocation records, Forward traffic fines to responsible officials and departments, monitor payment and representation processes, maintain an updated traffic fine register, facilitate recovery of costs from liable officials where applicable, Escalate unpaid or disputed fines for further action. Monitor Compliance and Governance: Monitor compliance with fleet management policies and procedures, verify that accident reporting requirements are adhered to, ensure compliance with Road Traffic legislation, identify non-compliance trends and recommend corrective measures, maintain audit-ready records for accidents and fines, Support internal and external audit processes. Enhance Stakeholder Engagement and Customer Support: Provide guidance to drivers and client departments on accident and traffic fine procedures, liaise with law enforcement agencies, insurers, brokers, repairers, and legal representatives, respond to queries relating to accident claims and traffic fines, facilitate communication between stakeholders to resolve cases promptly. Reporting and Information Management: Compile monthly, quarterly, and annual management reports, Analyse accident and traffic fine trends, maintain databases and electronic filing systems, produce statistical reports for management decision-making, Prepare reports for executive and governance structures.

ENQUIRIES	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
POST 38/461	:	**ADMINISTRATIVE OFFICER: ASSETS MANAGEMENT REF NO: REFS/057117 (X2 POSTS)** Directorate: Financial and Management Accounting
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bedfordview
REQUIREMENTS	:	NQF Level 6/7 in Accounting/ Financial management 1-2 years' experience in Finance. Client orientation and customer focus. People management and empowerment. Service delivery innovation Problem solving and analysis.
DUTIES	:	Tag and label assets using barcodes or asset numbers. Maintain a record of vehicles received and reissued by asset management. Follow internal asset management procedures and controls and ensure compliance with PFMA and Treasury Regulations. Support internal and external audits by providing asset-related documentation. Conduct periodic physical verification of assets to confirm their existence and condition. Reconcile verified assets to the asset register and investigate all discrepancies. Coordinate and convene meetings with asset coordinators to address verification outcomes and enforce compliance. Perform ongoing follow-ups on unverified. missing, or discrepancies identified during. verification, and escalate unresolved matters where necessary. Process disposal of redundant, damaged, or lost assets in line with asset management processes. Assist with loss reports and ensure appropriate documentation is filed. Prepare monthly and quarterly asset management reports. Highlight discrepancies and assist with corrective action. File asset-related documents and records systematically. Respond to internal queries regarding asset status or information. Administer the key management system by recording the issuing and return of keys. Maintain and update asset movement records, including tracking of transfers, disposals, and reallocations. Capture new assets into the asset register in line with approved supporting documentation. Update asset movements (locations, disposals, transfers). Process disposals, transfers, and derecognition transactions accurately and in accordance with GRAP requirements. Perform regular reconciliations between the asset register, general ledger, and physical verification reports. Correct errors and update asset information such as location, custodian, condition, and useful lives.
ENQUIRIES	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
APPLICATIONS	:	All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za
NOTE	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/462 : **DESKTOP TECHNICIAN REF NO: REFS/057134**
Directorate: Corporate Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Bedfordview
REQUIREMENTS : NQF Level 6 in Information Technology A minimum of 2 years' experience in ICT Support Possession of the certification in ITIL Foundation or CompTIA A+, N+, Security + will be an added advantage. Ability to interact with people on different levels, Ability to be service orientated, Ability to undertake a risk analysis and undertake a risk analysis and undertake a risk mitigation strategy, Ability to identify and interpret the required information fields and documentation, Ability to manage project, Ability to prepare reports, submissions and presentations. Code 8/10 Driver's License.
DUTIES : Provide technical support for desktop hardware, software, and peripheral devices. Install, configure and troubleshoot operating systems and standard applications. Perform routine maintenance, updates, and patch management. Respond to and resolve logged incidents and service requests within SLA timelines. Setup of new ICT equipment (desktops, laptops, printers, etc.). Support network connectivity at the desktop level (LAN/Wi-Fi troubleshooting). Maintain asset registers and ensure accurate tagging and tracking of ICT equipment. Participate in ICT infrastructure rollouts and upgrades. Deliver both in-person and remote technical assistance to staff across all departments, ensuring minimal disruption to operations. Promote responsible ICT usage by guiding users on security protocols, software best practices, and digital hygiene. Escalate complex or unresolved technical issues to second-tier support teams or designated ICT Practitioners for further investigation and resolution. Configure and update endpoint security tools to mitigate risks associated with cyber threats and system vulnerabilities. Track and report on user compliance with ICT security frameworks, flagging any deviations for immediate action. Participate in the setup and testing of backup and recovery solutions to minimise data loss and downtime. Maintain comprehensive records of service requests, troubleshooting steps, and outcomes. Create and maintain user guides and FAQs to improve self-service capabilities. Provide accurate and timely inputs for ICT performance metrics and departmental reports
ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538
APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za
NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and

driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/463 : **ADMIN OFFICER: SECURITY SERVICES REF NO: REFS/057118**
Directorate: Corporate Services (Facilities and Security)

SALARY : R338 106 per annum (Level 07)
CENTRE : Bedfordview
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma or (NQF6) in Security Management / Security Risk Management. PSIRA Grade B. Minimum of 1-2 years' experience in Security Management environment. Knowledge: Minimum Information Security Standard (MISS) policy document, Information Security, Knowledge and understanding of Security Management. People oriented. Driver's License will be an added advantage.
DUTIES : Monitor the physical security services: Monitor and ensure security service providers provide the required physical security services. Monitor parking of vehicles in the premises in consultation with Core Business Units, Compile and communicate Security Instructions to Security as directed by the Unit Manager, Monitor the Lost and Found Storage in consultation with Unit Manager, Communicate Security instructions to Security Supervisor as Directed by the Unit Manager, monitor compliance to the Security Access Control Procedures, Communicate and Facilitate Access to parking yards. Process Auction and Extra Security: Compile RLS01 and BOQ for planned auction, Facilitate all

requirements of extra Security for the monitoring of Auctions, Participate in the Auction Planning and Postmortem meetings and present, Facilitate Security verification of auctioned vehicles and compile report, Compile Procedures and Processes for auction with the appointed security, Facilitate Auction Parade briefings, Facilitate auction vehicle dispatch, Monitor extra Security and ensure compliance with all requirements, Compile Security Auction Postmortem report and present findings. Process Security Breach Incidents: Receive Security Breach Incident Reports from Security Service Providers, g-FleeT Officials and Visitors. Open Security Breach Incident Files and Compile all required information, Update Security Breach Incident Register and Weekly/Monthly Reports, conduct preliminary investigations for all reported Security Breach Incident and escalate to Risk as directed by Manager, maintain all records of Security Breach Incident reported, Monitor Physical and Security Surveillance Helpdesk: Implement and Monitor Security Helpdesk as per Standard Operating Procedures. Monitor Service Providers providing maintenance and ensure that all requirements are met, Compile communications on security matters as directed by the Unit Manager, Exercise strict confidentiality in and around security surveillance matters, Monitor Security improvement projects. Comply with Risk processes and Mitigation: Comply to all relevant security Acts, Policies, Regulation and Standards, Monitor and enforce compliance to Security Policy, Plan, Processes and Procedures, Compile and submit weekly/monthly/quarterly security reports, maintain strict confidentiality on reported incidents Maintain the lost and found, keep record of incoming, stored and claimed (outgoing) lost and found items. Plan, Reporting, Administration: Conduct Secretariat Services for security meetings and maintain strict confidentiality on all security discussions and resolutions, maintain filing system for all security documentation (manual and electronic), Verify all submitted security invoices compile analysis, compile snag lists, completion letters, and submit for approval. Human resources: Supervise security Officials within the Section.

ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

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assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/464 : **ASSESSOR: PANEL BEATING REF NO: REFS/057119**
Directorate: Fleet Maintenance: Panel Beating and Mechanical

SALARY : R237 453 per annum (Level 05)
CENTRE : Bedfordview
REQUIREMENTS : Minimum Requirement: N2 Certificate in (Panel Beating), Driver's license code 8. Trade test as added advantage. No criminal record. Proficient knowledge of Mechanical and panel beating systems Industry pricing trend Different categories of classification of Panel beaters Motor manufacturing environment Different accreditation criteria for merchants and communication practices and good knowledge of the public service management framework. Relevant experience: A minimum of 1- 2 years' post apprenticeship experience (Panel Beating), 1 year's similar experience in public service environment and an advantage; and mechanical repairs background/ knowledge will be an added advantage.
DUTIES : Manage all inspection tasks related to panel beating: physical inspection of vehicles; compile an assessment report for panel beating repairs; make recommendations on panel beating repairs to be done on the vehicle; keep records of all assessment reports, daily. Liaise with all relevant stakeholders: Answer telephonic enquiries from merchants and client departments on authorizations to be carried out; Make phone calls to affected stakeholders on a national basis in investigating specific cases of accident repairs/damages; Receive and send emails in respect of all communication regarding accident repairs; Give support to the Communications Unit with regards to their clients' concerns on vehicles assessments. Ensure that panel beating services are priced market related: Do monthly benchmark studies of the costs of panel beating and towing in the private sector versus the government cost. Ensure that policies related to inspection of panel beating are adhered to: Keep records of policies and system and refer to them whenever decisions have to be taken in respect of assessments. Prepare weekly, monthly and annual reports concerning all inspection of panel beating and towing to the Assistant Director: Panel Beating and Mechanical: Keep files for all vehicles that have been assessed during the month so as to have a ready record for monthly reports; Files should include pictures taken of all the work assessed during the month. Carry out any other task as delegated by the Assistant Director: Panel Beating Mechanical: Depending on the nature of the instruction from the ASD: Panel beating
ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538
APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za
NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action

employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/465 : **INSPECTOR PANEL BEATING AND MECHANICAL REF NO: REFS/057126**
Directorate: Fleet Maintenance.

SALARY : R237 453 per annum (Level 05)
CENTRE : Bedfordview
REQUIREMENTS : Minimum Requirement: NQF Level 4 Motor industry certificate and Trade Test as Motor mechanic, Panel Beater or Motor Body repair. Driver's License. No criminal record. knowledge of Planning and organizing, Knowledge and understanding of Treasury and SCM framework, Relevant legislation and Public Service Regulations and communication practices and good knowledge of the public service management framework. Relevant experience: 1-2 years hand on panel beating/mechanical and inspection.
DUTIES : Assessing and inspecting of vehicles: Inspect accident – damaged vehicles and assess panel, chassis and mechanical damage to scope repair work; Conduct pre-repair and post repair inspections to confirm all work meets OEM specifications and SABS standards; Verify repair estimates vs actual damage to prevent over quoting and fraud by panel beaters/mechanics. Control compliance and quality: Check panel beating quality for example panel alignment, filter thickness, paint match, overspray and panel gaps; Check Mechanical quality: Engine, brakes, suspension, steering, exhaust, electrical systems post repair; Ensure road worthiness compliance with NRTA and vehicle licensing requirements before signing off. Control cost and documentation: Compile inspection reports with photos, checklists and recommendations with SLA; Approve or reject invoices based on scope of work

completed vs quoted; Maintain a vehicle repair register and track turnaround times, repeat faults and warranty claims. Liaise with workshop staff: Liaise with panel beaters, mechanics and service providers to rectify defective workmanship; Investigate breakdowns, repeated failures or customer complaints and submit findings; Advise on vehicle condition for condemnation, auction or continued use decisions.

ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/466 : **ROAD WORKER FOREMAN REF NO: REFS/056939**

SALARY : R237 453 per annum (Level 05), (plus benefits)

CENTRE : Westrand

REQUIRMENTS : NQF Level 3, or equivalent with three (3) years' experience in Road Work Maintenance experience. Knowledge and Skills: Ability and willingness to work

under pressure. Good communication skills will be an added advantage. Ability to work long hours in a team.

DUTIES : Plan, allocate and monitor daily and weekly work activities of maintenance teams. Prepare weekly work schedules and ensure tasks are executed in accordance with approved work plans and duty sheets. Conduct routine road inspections to identify, assess and record road infrastructure defects. Monitor and report illegal activities and encroachments within the road reserve. Supervise the utilisation, inspection and safe operation of departmental vehicles, plant, equipment and tools, ensuring they are used solely for official purposes. Control and account for equipment, tools and materials issued to maintenance teams. Conduct site inspections to monitor work quality, productivity and compliance with departmental standards. Implement and enforce occupational health and safety requirements, investigate incidents and compile safety incident reports. Facilitate and oversee on-site training and development of maintenance personnel. Ensure compliance with applicable legislation, departmental policies, procedures and standards. Monitor contractors' performance and compliance with contractual obligations, legislation and departmental requirements. Manage the performance of employees through the Performance Management and Development System (PMDS). Compile and submit operational reports as required by management.

ENQUIRIES : Ms. M. Mashele Tel No: (011) 355 -7082)/ Mr. S. Ngcobo Tel No: (011) 355 – 7495

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.

CLOSING DATE : 06 November 2026

POST 38/467 : **DRIVER MESSENGER REF NO: REFS/056799**
Branch: Corporate Services

SALARY : R201 093 per annum (Level 04), (plus benefit)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : Grade 10 or equivalent qualification with at least 1-year relevant experience. A valid driver's License. Knowledge of cities in which the function will be

performed. PDP will be an added advantage. Knowledge and Skills Understanding of expectations of customers, Computer skills, Planning and organization, Language and Driving.

DUTIES : Drive light and medium motor vehicle to transport passengers and deliver other items eg. (mail other files, documents, parcels). Conduct routine maintenance on the allocated vehicle and report defects timely. Ensure vehicle licences, service schedules and safety equipment are up to date. Complete all the required and prescribed records and logbooks with regards to the vehicle and the goods handled. Collect and deliver documentation and related items in the department. Copy, scan and fax documents. Assist in the registry.

ENQUIRIES : Ms. P. Mabasa Tel No: (011) 355 – 7175/ Ms. A. Mkhombo Tel No: (011) 355 - 7521)

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.

CLOSING DATE : 06 November 2026

POST 38/468 : **DRIVER/ MESSENGER REF NO: REFS/057125**
Directorate: Corporate Services: Facilities and Security

SALARY : R201 093 per annum (Level 04)
CENTRE : Bedfordview
REQUIREMENTS : Minimum Requirement: Grade 10 and Valid Driver's License. No criminal record. knowledge of Planning and organizing, Knowledge and customer management; quality management, Relevant legislation and Public Service Regulations and communication practices and good knowledge of the public service management framework. Relevant experience: no experience needed

DUTIES : Collect and deliver items/ documents: collect official documents/ items from Pretoria, Johannesburg and Bedfordview; register all collections and deliveries; Advise supervisor/ managers of all undelivered/ collected documents with reasons; ensure that all deliveries and collection are signed for. Compliance and progress report: Submission of reports where required; quality information provided; Provide portfolio of evidence on work achieved; Compliance to due dates; Compliance to processes and procedure;

Compliance to due dates (collect/ deliver within stipulated time Frames); Assist registry officials where require. Secure Documents: Ensure that all documents Collected/ Delivers are placed in an envelope and sealed; Exercise confidentiality on all collected / delivered information/ documents; collect/ deliver only official documents or items; keep record of all collections/ deliveries. Collect/ Deliver post: collect all mail from the g-FleeT private box; sort all mail according to business units; deliver all mail to relevant officials; return misdirected mail to the post office; ensure that all mail is registered and signed for; stamp and seal outgoing mail. Messenger vehicle usage: ensure that the vehicle is only used for intended purpose; ensure that the vehicle is kept clean.

ENQUIRIES : Ms. Khutso Motshekga Tel No: (010) 345 1538

APPLICATIONS : All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za

NOTE : Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/469	:	**TRADESMAN AID REF NO: REFS/057129 (X3 POSTS)** Directorate: Fleet Maintenance (Panel Beating and Mechanical)
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	Bedfordview
REQUIREMENTS	:	Minimum Requirement: Grade 12 (Matric) and N2-N6 in Mechanical Engineering. Qualification in Motor or Diesel Mechanic will be an added advantage. Valid Driver's License. No criminal record. Proficient knowledge of Occupational Health and Safety Act and communication practices and good knowledge of the public service management framework. Relevant experience: A minimum of 1 year' experience in preparing auto vehicles for repairs and a workshop environment, Excellent Verbal and written communication skills, computer literacy, including email and internet skills; and mechanical repairs background/ knowledge will be an added advantage.
DUTIES	:	Conduct and Manage all accident repairs on g-FleeT vehicles: Assist in performing preventive maintenance work, such as engine tune-ups, oil change, filter replacement, tire rotation and wheel balance testing; Assist in conducting repairs and replacements of parts and components according to specifications and aiming for maximum reliability; Assist in troubleshooting and resolving functionality problems reported by clients and maintaining vehicles records; Assist in assessment of vehicles and/or machinery to accurately diagnose and repair issues; Liaise with clients to determine their automotive requirements and communicate vehicular defects or problems.
ENQUIRIES	:	Ms. Khutso Motshekga Tel No: (010) 345 1538
APPLICATIONS	:	All applications to be submitted online on the following link: online at https//jobs.gauteng.gov.za
NOTE	:	Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management PreEntry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was

unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered, and late applications will be considered.

CLOSING DATE : 06 November 2026

POST 38/470 : **ROAD WORKER REF NO: REFS/056941 (X10 POSTS)**

SALARY : R170 226 per annum (Level 03), (plus benefits)

CENTRE : Tshwane (X5 Posts)
(Johannesburg) (X5 Posts)

REQUIRMENTS : NQF level 1 qualification or (Abet level 4 certificate or equivalent). No work experience is required. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work in a team. Ability to read and write.

DUTIES : Perform routine road construction and maintenance activities in accordance with approved work programmes and safety standards. Carry out pothole patching, crack sealing, surfacing and re-gravelling of roads. Construct, repair and maintain road earthworks, culverts, side drains, stormwater drainage systems, ditches, outlets and concrete channels. Clean and maintain road reserves, sidewalks, drainage structures, rest areas and other road infrastructure. Install, replace, repair and clean road traffic signs, road markings, delineators and other road furniture. Assist with the erection, repair and maintenance of road fencing, steel guardrails, gabions and pipe-laying works. Operate and maintain hand tools, small plant and specialised equipment in accordance with departmental procedures. Safeguard departmental tools, equipment and materials issued for official duties and report any losses or defects. Maintain a clean and safe work site and comply with occupational health and safety requirements. Assist with traffic accommodation and other road maintenance activities as directed by the supervisor. As work will be done throughout the province of Gauteng it must be noted that staff may be required to travel and sleep close to the various construction sites.

ENQUIRIES : Ms. M. Mashele Tel No: (011) 355 -7082)/ Mr. S. Ngcobo Tel No: (011) 355 – 7495

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za
For general enquiries please contact Human Resource on 011 355-7175/7521.Only online applications will be considered

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the Comprehensive Curriculum Vitae (CV) will result in disqualification, you are encouraged to upload the initialled and signed Z83. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose

transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Females, Indian Females, White Females candidates.

CLOSING DATE : 06 November 2026

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 06 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted

within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/471 : **ADMINISTRATION CLERK SUPERVISOR REF NO: GP 9/10/26**

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria ICTU
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning.
DUTIES : Maintain all supply chain management related functions at the unit. Manage vehicle fleet. Manage maintenance and safekeeping of firearms. Manage acquisition and procurement processes. Management of immovable and movable government property. Maintain health and safety requirements at the unit.
ENQUIRIES : Lieutenant Colonel Scheepers Tel No: (011) 274-7301
APPLICATIONS : Due to the large volume of applications anticipated, it is preferrable for applications to be hand-delivered during office hours to Nr 7 Dolphin Street, MAYFAIR or scan application and CV together as one complete attachment and e-mail to ToerienLR@saps.gov.za

POST 38/472 : **ADMINISTRATION CLERK REF NO: GP 10/10/26**

SALARY : R237 453 per annum (Level 05)
CENTRE : PHO HRD (Jeppe)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Ensure Administrative functions relevant to the core functions of the Band. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Band. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Band.
ENQUIRIES : Capt van der Berg Tel No: (011) 624-6508
APPLICATIONS : Due to the large volume of applications anticipated, it is preferrable for applications to be hand-delivered during office hours to Nr 7 Dolphin Street, MAYFAIR or scan application and CV together as one complete attachment and e-mail to VanDerBergDF@saps.gov.za.

POST 38/473 : **ADMINISTRATION CLERK REF NO: GP 1/10/26 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Operational Command Centre Secretariat (Brixton)

REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Effective scribing at forums. Archiving of decisions made. Proper coordination of all NAT JOINTS, PCCF and POCC Forums. Proper communication of decisions made. Proper consolidation of reports.
ENQUIRIES	:	Lieutenant Colonel Tsipa Tel No: (011) 248-1110
APPLICATIONS	:	Due to the large volume of applications anticipated, it is preferrable for applications to be hand-delivered during office hours to Office Number 118, 50 Caroline Street, Jan Hofmeyer, Brixton. Alternatively, scan application and CV together as one complete attachment and forward to only one of the following email to TsipaN@saps.gov.za / MoloiJ2@saps.gov.za.
POST 38/474	:	**CLEANER GP 11/10/26**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Pretoria ICTU
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge Skills and Competencies Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.
ENQUIRIES	:	Lieutenant Colonel Scheepers Tel No: (011) 274-7301
APPLICATIONS	:	Due to the large volume of applications anticipated, it is preferrable for applications to be hand-delivered during office hours to Nr 7 Dolphin Street, Mayfair or scan application and CV together as one complete attachment and e-mail to ToerienLR@saps.gov.za.

ANNEXURE V

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998.

APPLICATIONS : "Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs." Please note that applicants should only use one of the following methods when applying for a post: Either through the online E-Recruitment System, Emailing the Z83 and CV directly to the relevant department, or submitting a hardcopy application as directed.
Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand-delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Sipho Zangwa.

CLOSING DATE : 06 November 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Directions To Candidates The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the

NSG as the Certificate for Entry, and full details can be found at: https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme.
Regrettably, due to excessive budget cuts, the Department cannot cover any travel and subsistence costs related to the recruitment process.

OTHER POST

POST 38/475 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: ENVIRONMENTAL PLANNING AND GOVERNANCE REF NO: EO – EPGM 01/OCTOBER 2026 (X5 POSTS)**
Business Unit: Environmental Planning and Governance

SALARY : R357 597 – R395 352 per annum, (OSD)
CENTRE Ethekwini, Ilembe, Ugu, Amajuba, And Harry Gwala Districts
REQUIREMENTS : The ideal candidate must have: An appropriate four-year Bachelor's Degree in Environmental Management / Natural Sciences as recognised by SAQA; A minimum of one to two (1-2) years' relevant experience in the Environmental Management field. A valid driver's licence (code B).
DUTIES : The incumbent will be required to: Provide environmental management support to municipalities and other organs of state/private entities; Support the management of Special Area management programmes and projects (including coastal zone management, threatened ecosystem, mountain catchment areas, wetlands, climate change adaptation and mitigation programmes and projects, etc.); Support the implementation of sustainable development planning initiatives and projects; Provide support in ensuring effective and efficient environmental information management system(s) within the district municipality; Perform all administrative and delegated work-related functions. Skills, Training, And Competencies: The successful candidate must have knowledge and understanding of the objects and provisions of the National Environmental Management Act, 1998, and associated legislation. Sound working knowledge of key environmental legislation, policies, and frameworks governing environmental management. Knowledge and understanding of the regulatory framework such as Sustainable Development Frameworks; Environmental Management Legislation framework; Development management legislative framework; Cooperative Governance Frameworks; Governance Planning, Evaluation and Reporting Frameworks, and Strategy Implementation Planning Frameworks. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles). Skills: Ability to communicate at all levels with relevant stakeholders; Ability to evaluate and review documents; adaptive learning skills; ambidexterity in regular operations versus project initiatives execution; Technical Report writing, Policy Development and Analysis, Scientific Presentation; Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; change management, information management, spatial information management, organizational and event management, Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations; Problem Solving; Communication Skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.
ENQUIRIES : MS N Walingo at 076 9385 441
NOTE : NB: all the appointments will be made in accordance with the employment equity targets of the department, which are African Male, Coloured Male, Indian male. people with disabilities who meet the requirements are encouraged to apply. successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

DEPARTMENT OF HEALTH

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

OTHER POSTS

POST 38/476 : **HEAD CLINICAL DEPARTMENT: (MEDICAL) GRADE 1 REF NO: GS 16/26**
Component: Anaesthesia and Critical Care

SALARY : Grade 1: R2 704 842 per annum, (all-inclusive package), All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Grade 12 / Senior Certificate MBChB or equivalent. A postgraduate qualification in Anaesthesiology, or a recognized equivalent qualification that allows for registration with the HPCSA as a Medical Specialist in Anaesthesiology. current registration with the HPCSA as a Medical Specialist in Anaesthesiology. Seven years' experience as a Medical Specialist after registration with the HPCSA in Anaesthetics and critical care. NB! (Only shortlisted candidates will be required to submit proof of all documents and certificate of service endorsed by Human Resources) NB: Certified copies of qualifications and other relevant documents will be requested from the shortlisted candidates only which must be submitted to on the day of the interview (ID copy, Driver's license, educational qualifications, professional registration certificates, proof of current registrations etc. Additional Qualifications and Experience A valid drivers license. Management experience as a Head Clinical Unit in Anaesthetic and critical care. Knowledge, Skills and Experience: Comprehensive managerial and leadership skills to head the Department of Anaesthetics and Critical Care at Grey's Hospital, manage its operational and strategic matters, and coordinate relevant services in Area 2. Sound specialist knowledge and experience in anaesthesiology, perioperative care, resuscitation, airway management, pain management and critical care. Knowledge of critical care service delivery, including ICU bed utilisation, patient prioritisation, referral pathways, patient flow and continuity of care. Competence in developing, implementing and monitoring departmental policies, protocols, guidelines and standard operating procedures. Thorough understanding of financial management, resource allocation and optimisation, budgeting and expenditure control. Sound knowledge of Human Resource Management, including EPMDS, staff development, career pathing, recruitment and retention, labour relations, disciplinary processes and grievance management. Proficiency with computers and the Microsoft Office suite, including Outlook, PowerPoint and Excel. Risk and incident management, clinical governance, patient safety and quality improvement. Problem-solving, decision-making, analytical thinking and conflict-management proficiency. Excellent verbal and written communication, report-writing, time-management skills and professional work ethic. Clinical leadership, teaching, training, mentorship and supervision skills. Ability to work under pressure and maintain effective working relationships. Knowledge, understanding and implementation of Batho Pele principles. Knowledge of medical ethics, medico-legal risk and relevant professional standards, including appropriate clinical documentation and incident investigation. Knowledge of relevant legislation, policies and regulations of the Department of Health/DPSA, including the National Health Act, PFMA, SCM regulations and other applicable prescripts. Computer literacy and proficiency in the Microsoft office suite.

DUTIES : Head the Department of Anaesthetics and Critical Care at Grey's Hospital and manage its operational and strategic matters, including coordination of relevant services within Area 2. Ensure the provision of safe, cost-effective and high-quality anaesthetic and critical care services, including appropriate clinical cover for elective and emergency procedures. Oversee preoperative assessment, intraoperative anaesthetic care, recovery and postoperative support, in collaboration with surgical and other relevant clinical departments. Provide operational oversight of critical care services within the department's approved scope, including admission and discharge processes, bed utilisation, patient prioritisation and referral pathways. Formulate and execute annual

operational plans and medium- to long-term departmental strategies aligned with the Department of Health's priorities. Develop and implement strategies to meet APP and other performance targets, including theatre utilisation, cancellation rates, ICU bed occupancy, patient flow, clinical outcomes and waiting times, as applicable. Manage staff performance, EPMDS, recruitment and retention, labour relations, disciplinary processes, conflict management and grievance handling. Ensure appropriate staffing levels, skills and competencies of departmental personnel, including sessional practitioners where applicable. Promote teaching and training of registrars, medical officers, interns, nursing personnel and undergraduate students, including postgraduate supervision and academic programmes. Maintain liaison with the relevant departments and training institutions at the University of KwaZulu-Natal, CMSA, HPCSA and other academic partners, as applicable. Ensure clinical governance through regular morbidity and mortality meetings, clinical audits, utilisation reviews, incident reviews and quality improvement activities. Maintain and review the departmental risk register and implement measures to prevent and manage clinical, operational and medico-legal incidents. Design, implement and evaluate quality assurance and improvement programmes to reduce patient safety incidents and improve service efficiency. Participate in quality initiatives, including QA meetings, implementation of the Ideal Hospital Realization and Maintenance Framework, norms and standards, and OHSC-related activities. Manage budgets and resources prudently and ensure that essential anaesthetic and critical care equipment, medicines, medical gases and consumables are available, functional and appropriately maintained. Work with Finance, Supply Chain Management, Clinical Engineering and relevant hospital units to address equipment downtime, procurement delays and resource constraints. Chair and participate in relevant committees at Grey's Hospital as required. Maintain accurate departmental records and statistics, including theatre activity, anaesthetic procedures, critical care utilisation and clinical outcomes. Work collaboratively within the Pietermaritzburg Metropolitan Hospitals Complex, with referring hospitals, DCSTs and EMS. Oversee and support outreach, in-reach and approved virtual support programmes in Area 2. Manage and address client complaints involving the department and ensure appropriate follow-up and corrective action. Provide specialist advice to clinicians on anaesthetic, perioperative and critical care management within the scope of the department. Undertake clinical duties, including commuted overtime, as required and in accordance with prescribed requirements. Serve as acting Senior Manager: Medical Services when required and formally delegated.

ENQUIRIES : Dr NMT Gumede Tel No: (033) 897 3317

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal.

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: The Employment Equity Target For This Post Is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/477 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 17/26**
Component: ICU Critical Care Department

SALARY : Grade 1: R2 168 145 per annum, (all-inclusive package), All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 / Senior Certificate MBChB or equivalent. A postgraduate qualification relevant to Adult Critical Care: eg (Anaesthesia, Surgery, Internal Medicine, Obstetrics and Gynaecology or Emergency Medicine), or a relevant qualification that allows for registration with the HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in Critical Care or Certificate in trauma surgery. Five years' experience as a Medical Specialist after registration with the HPCSA. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test. Knowledge, Skills and Experience: Possess sound knowledge of human resource management, budgeting, the implementation and evaluation of quality assurance programmes, and information management. Possess knowledge of current health and Public Service legislation, regulations and policies, including medical ethics, epidemiology and statistics. Have good communication, leadership, decision-making and clinical skills Have sound up-to-date knowledge of clinical procedures, protocols and international standards of care within the discipline, including appropriate clinical use of current relevant technology. Be physically available to participate in the Pietermaritzburg Metropolitan Critical Care after-hours call system, which encompasses Grey's Hospital, Harry Gwala Regional Hospital and Northdale Hospital. Be able to efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialities, Obstetrics & Gynaecology, and Internal Medicine. Have the ability to critically evaluate new technologies and decide on their cost-effective implementation Behavioural Attributes Required The applicant should possess: Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.

DUTIES : Successful incumbent would be required to: Manage Grey's Hospital's adult multidisciplinary tertiary Intensive Care Unit (ICU) as a component of the overall Metropolitan Critical Care system within the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Report to the Head of the Clinical Department of Anaesthesia and Critical Care at Grey's Hospital and work jointly to ensure that Critical Care patient services are maintained efficiently and to an acceptable standard. Develop and refine Critical Care admission and discharge policies appropriate for Grey's Hospital, in line with the overall Metropolitan Critical Care policies, to ensure the fair and ethical distribution of ICU resources. Actively participate in and support the progressive development of training programmes across the Metropolitan Critical Care system. These programmes should facilitate postgraduate Critical Care training for Medical Officers, Registrars specialising in other clinical disciplines, and Specialists undertaking Certification in Critical Care, while maximising the contribution of Grey's ICU. Accept overall responsibility for the Critical Care management of critically ill patients admitted to the Critical Care Unit of Grey's Hospital Lead the clinical Critical Care service of a tertiary hospital ICU that functions as part of the Metropolitan Critical Care service by: Personally providing Subspecialist-level consultant cover and clinical leadership for Grey's Hospital Multidisciplinary ICU. Supervising and directing the clinical work of Specialists undertaking Certification in Critical Care Personally providing (on a rostered duty basis) after-hours Subspecialist consultant cover for the ICU at Grey's Hospital as well as for other ICUs in the Metropolitan Critical Care system. Assessing pre- and post-admission high-risk patients in the wards, and providing clinical guidance to clinicians referring patients to the ICU at Grey's Hospital. Liaising and working with the Critical Care services offered by the Department of Paediatrics at Grey's Hospital on

matters relevant to both adult and paediatric critical care. Participating in outreach programmes for the development of Critical Care services within the catchment area of Grey's Hospital Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. Provide effective and efficient management and supervision by: Ensuring effective utilisation and placement of medical staff, and giving guidance for the effective utilization and placement of nursing staff Maintaining discipline and ensuring that staff members act with integrity and professionalism within the law. Delegating duties to senior staff without lessening the incumbent's own responsibility and accountability for actions taken on the incumbent's behalf Liaising with hospital management regarding the ICU and High Care Unit's infrastructure requirements, including funding, facilities, equipment, staffing and support. Maintaining self-development and staff development by CPD and CME activities and participation in postgraduate and other relevant academic/training programmes. Co-ordinating participation in Quality Improvement measures by staff. Ensure the proper and economical use of equipment, consumables and other resources.

ENQUIRIES : Prof. David Bishop Tel No: (033) 897 3412

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/478 : **MEDICAL SPECIALIST – INTERNAL MEDICINE REF NO: LRH 05/2026 (X1 POST)**
Department: Internal Medicine

SALARY : Grade 1: R1 395 528 - R1 479 723 per annum, all-inclusive package
Grade 2: R1 592 274 – R1 688 553 per annum, all-inclusive package
Grade 3: R1 844 151 - R2 301 186 per annum, all-inclusive package
(Consist of 70% basic salary and 30% flexible Portion that may be structured in terms of applicable rules). Other Benefits: (Medical Aid Optional) Plus 18% Inhospitable Area.

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : MBChB degree or equivalent, plus an appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Current registration with the HPCSA as a Medical Specialist in Internal Medicine. Only shortlisted candidates will be required to submit proof of registration for (2026 (HPCSA). Recommendation: A valid driver's license. Experience: **Grade 1:** None after registration with the

HPCSA as a Medical Specialist in Internal Medicine. **Grade 2**: Minimum of 5 years' appropriate experience after registration with HPCSA as a Medical Specialist (Internal medicine). **Grade 3:** Minimum of 10 years' appropriate experience after registration with HPCSA as a Medical Specialist (Internal medicine). Knowledge, Skills, Training and Competencies: Good communication, leadership, interpersonal and decision making qualities. Sound knowledge of applicable health and Public service legislation policies, clinical guidelines, professional ethics, patient safety and clinical governance requirements. Ability to lead, supervise, mentor and teach Medical officers, Interns, students and members of the multidisciplinary team. Knowledge of current Health legislation and policies at Public Institutions. Ability to diagnose and manage common medical problems including emergencies.

DUTIES : Provide clinical teaching, supervision and mentorship to medical officers, interns, nurses and other relevant staff. Develop, implement and review clinical policies, protocols and evidence-based quality improvement initiatives. Uphold professional, ethical, patient-safety and clinical standards in the Internal Medicine Department. Participate in clinical governance, mortality and morbidity reviews, clinical audits and risk management. Provide comprehensive inpatient, outpatient and emergency specialist Internal Medicine services. Perform administrative and clinical management duties as delegated by the Head of Clinical Unit. Lead and monitor quality improvement projects, remedial action plans and measurable service outcomes. Provide timely, effective regional-level specialist consultation, referral advice and multidisciplinary patient care. Contribute to undergraduate, postgraduate and in-service training, assessment and professional development. Establish and manage specialist Internal Medicine clinics according to service needs. Participate in commuted overtime and provide after-hours specialist supervision and emergency support. Carry out delegated responsibility and support the Head of Clinical Unit in service coordination. Participate in departmental and hospital management, operational planning and performance reviews. Participate in clinical research, regional outreach, referral coordination and professional academic activities. Ensure accurate clinical documentation, appropriate patient communication and ethical professional conduct. Support workforce development and the effective use of human, financial and clinical resources.

ENQUIRIES : Dr N.P Mabaso-Langa (Acting Senior Manager Medical Services) Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / erick.ngxongo@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370 or Hand delivery to: The Human Resource Offices, Ladysmith Regional Hospital, Office No: 15, 36 Malcom Road, Ladysmith, 3370.

FOR ATTENTION : Mr S.L.Dlozi

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for

payment to the candidates that are invited for an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 13 November 2026.

POST 38/479 : **DEPUTY MANAGER NURSING REF NO: UMP 01/2026**

SALARY : R1 069 215 - R1 219 323 per annum, all-inclusive package
CENTRE : Umphumulo Hospital
REQUIREMENTS : Senior Certificate plus Degree / Diploma in General Nursing and Midwifery plus Certificate of Registration with the South African Nursing Council as a Professional Nurse and Midwife plus a minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Current registration with SANC (2026 receipt). Computer literacy, a valid driver's license and Diploma in Nursing Administration will be an added advantage as a recommendation. Knowledge of legislation and planning framework. Leadership, Management, planning, organization and co-ordination skills. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Decision making skills.

DUTIES : Exercise overall control of Nursing Care, including information and implementation of Nursing Programmes and the execution and evaluation thereof. Manage the formulation and implementation of Strategic plan, Operational plan, Business plan, policies and procedures of nursing services. Demonstrate the facility's commitment to quality care by ensuring compliance with Office of Health Standard Compliance (OHSC), Ideal Hospital (IHRM) and clinical governance structures and Infection Prevention and Control. Execute duties and function with proficiency, in support of aims and strategic objectives of the institution and the Department of Health. Ensure control of disciplinary matters, grievances and labour issues in the nursing sector. Timeously submit verbal and written reports to the CEO. Manage and utilize resources in accordance with relevant directives and legislation. Conduct clinical audits and co-ordinate, facilitate and implement quality improvement initiatives and Good Governance. Advocate and promote nursing ethos and professionalism. Ensure effective employee performance management. Identify training needs and implement intervention strategies. To assist the institution with audit preparedness and to implement and monitor audit findings. Facilitate clinical workshops to update nursing staff Ensure compliance with statistic collection and adherence to data management principles of KZN Department of Health.

ENQUIRIES : Dr. M. J. Zulu Tel No: (032) 4814101
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department, R74 Greytown Road, Maphumulo, 4470 or email to: raban.chirwa@kznhealth.gov.za / Zinhle.zulu@kznhealth.gov.za
FOR ATTENTION : Ms ZP Zulu Tel No: (032) 481 4180
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. Applicants are not required to submit copies of qualifications, ID and other relevant documents with the application. Only shortlisted candidates will be required to submit certified copies of documents and proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department on or before the day of the interview. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must

submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 10 November 2026

POST 38/480 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: G65/2026**
Cluster: Strategic Health Programme

SALARY : R932 292 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12). A Degree/Postgraduate diploma in Public Health / Epidemiology/ Biostatistics / Statistics. Three (3) to five (5) years experience in Monitoring and Evaluation in public health programmes at junior management level (Assistant Director). Approximately 3-5 years experience applying epidemiological and/or statistical concepts to public health related data analysis, preferably with HIV, ART, TB and MCWH data. Strong understanding of the public health system, with specific focus on health information, including data production, routine data in public health settings, cohort monitoring, and data quality improvement. Demonstrated experience in data mining, analysing cohort reports, webDHIS indicators in public health sector. Demonstrated experience with statistical analysis package such as STATA, SPSS. Demonstrated experience working with data visualisation tools. Experience working in or supporting, the public health sector. Computer literacy. Valid driver's license. Knowledge, Skills, Training and Competencies Required: Strong knowledge of Strategic Health goals and guidelines legislative and policy framework such as NSP HIV, TB, STI 2023-28, KZN PSP HAST 2023-28; SDG Goals and 95-95-95 targets for HIV and TB. Knowledge of the DORA framework governing the Strategic Health Program. Sound knowledge of the Departmental MM & E Framework. Strong project and time management skills. Strong analytical skills including analysis of both quantitative and qualitative data. Computer proficiency in word processing, database, spreadsheet and graphics presentations. Excellent report writing. Interpersonal skills. Facilitation skills. Communication skills.

DUTIES : Establish and Implement the Provincial Strategic Health monitoring and evaluation system. Develop tools for the ongoing review of programmes in the province. Ensure the use of approved indicators and targets. Measure progress and make recommendation for improvement. Ensure compliance with the requirements of the reporting systems for preparing HAST and MCWH program reports as per required formats i.e. DORA, APP, MTDP, MEC Budget Speech, SHP Dashboards, Treasury reports. Maintain and update SHP information repository. Coordinate the compilation of monthly, quarterly and annual report for HAST and MCWH programmes. Generate dashboard report for HAST and MCWH&N programmes. Conduct in-depth data analysis on ART quarterly cohort data and compile reports. Work closely with research institutions in HAST and MCWH&N programmes and share findings with Managers. Contribute to the Provincial Annual Performance Reviews including the review of Annual Programme budget and annual expenditure reports. Provide support and capacity building to M & E personnel within the Districts. Monitor implementation of the QIP project at all levels. Conduct meetings to discuss challenges and way forward. Give monthly feedback to Districts on their performance, data completeness, accuracy e.g. monthly submission TIET.NET dispatch files, overall SHP APP indicators. Ensure proper and accurate collection of performance data from the software of any implementing program. Work with Data Manager and Data Collection Manager to introduce and implement any newly developed health information system. Maintain and

support any newly introduced system at facility level. Provide technical support to all levels using the system. Support the implementation of surveys related to Strategic Health Programs and reviews. Conduct mid-term and end of year reviews for all Districts' programme performance. Plan and ensure implementation for HIV/ANC survey. Assist with preparation of ART TIER.NET PIT/EMR/SyNCH systems meetings. Support Program Managers in the revision of work plans and strategies. Strategize with provincial programme managers at both provincial and District level using updated information. Assist Programme Manager during preparation of business plans, target setting and crafting of indicators. Ensure the development and implementation of policies. Ensure the implementation of Provincial and Departmental frameworks. Ensure the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies with regards to compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders.

ENQUIRIES : Mr A Ngcobo Tel No: (033) 395 2210

APPLICATIONS : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
All Applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Mr. A Memela)

NOTE : (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.) Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE : 06 November 2026

POST 38/481	:	**DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: LRH 06/2026 (X1 POST)** Department: Facilities Management
SALARY	:	R932 292 per annum. The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
CENTRE	:	Ladysmith Regional Hospital
REQUIREMENTS	:	Grade 12 / Matric or equivalent, An appropriate Degree / National Diploma in Administration / Management or equivalent. Plus at least 3 years' appropriate junior managerial experience in Systems Management. Unendorsed Valid driver's license. Knowledge, Skills, Training and Competencies. Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patient fees manual. Sound management, negotiation, inter-personal, decision making and problem solving skills. Working knowledge of the Basic Accounting Systems (BAS). Understanding of Information Technology and IT system. Good verbal and written communication skills. Computer literacy in MS Word and Excel. Ability to handle sensitive financial information in strictest confidence. Experience in budgeting financial planning and analysis.
DUTIES	:	Monitor contracted hotel, facilities and support services to ensure adherence to service level agreement, quality standards, value for money and timely corrective action. Manage and coordinate support services, including Information Technology (e-Health), cleaning, telecommunications, registry and reprographics, maintenance, gardening, mortuary, housekeeping, security, laundry and transport. Ensure the implementation, functionary and monitoring of the e-Health electronic patient record management system, including accurate, secure and timely capture retrieval, reporting and protection of patient information. Ensure compliance with applicable legislation, policies, government regulations, the Ideal Hospital Framework and Office of Health Standards Compliance (OHSC) standards; coordinate assessments, quality improvement plans and corrective actions within the area of responsibility. Ensure effective management of human and financial resources within the directorate through workforce planning, staff supervision, performance management, budgeting, expenditure monitoring and cost containment in line with applicable prescripts Provide technical and operational advice to hospital management and ensure the reliability and maintenance of standby, emergency and critical facilities and infrastructure. Contribute as a member of the multidisciplinary management team to effective hospital governance, service delivery, integrated planning and performance reporting. Develop, maintain and implement effective disaster preparedness, business continuity and major incident management plans for facilities and support services. Assess service delivery alternatives, including outsourcing where appropriate, and recommend improvements to procurement, contract management, maintenance and operational efficiency. Ensure adherence to occupational health and safety requirements, infection prevention and control measures, and appropriate risk management across all facilities and support services. Manage staff training, capacity building and ongoing development in line with individual performance needs, departmental priorities and service delivery requirements.
ENQUIRIES	:	Dr. M.E Pule (Acting Chief Executive Officer) Tel No: (036) 637 2111
APPLICATIONS	:	All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / erick.ngxongo@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370 or Hand delivery to: The Human Resource Management Offices, Ladysmith Regional Hospital, Office No: 15, 36 Malcom Road, Ladysmith, 3370.
FOR ATTENTION	:	Mr S.L.Dlozi.
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The

application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 13 November 2026

POST 38/482 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: GS 10/26**
Component: Finance Department

SALARY : R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in Terms of the applicable rules.

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 / Senior Certificate. An appropriate Bachelor's Degree or Advanced Diploma (NQF Level 7) in Accounting, Cost and Management Accounting, Financial Management, Business Administration or an equivalent relevant qualification. 3-5 years middle management experience in Financial Management. NB (Only shortlisted candidates will be required to submit proof of qualifications and other supporting documents and certificate of Service endorsed by Human Resources). Shortlisted candidates will be required to undergo a technical assessment to evaluate the knowledge, skills and competencies relevant to the requirements of the post. Knowledge, Skills and Experience: The incumbent will report to the Chief Executive Officer and will be responsible for managing and monitoring the institution's financial management and SCM functions to ensure sound financial governance, effective budget control, accurate financial reporting and compliance with applicable legislation, and departmental policies. The incumbent will support the Chief Executive Officer and hospital management in promoting the effective, efficient, economical and transparent utilisation of public resources to sustain quality patient care. The ideal candidate must demonstrate the following knowledge, skills and competencies: Sound knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury Guidelines and other applicable public sector financial management prescripts. Knowledge of relevant financial legislation, departmental policies, directives, practice notes, accounting procedures and internal control requirements. In-depth knowledge of budget preparation, implementation, monitoring and control, including the Medium-Term Expenditure Framework (MTEF) and Basic Accounting System (BAS). Knowledge of expenditure management, cash-flow planning, revenue administration, financial accounting and financial reporting. Knowledge of public sector Supply Chain Management policies, procurement procedures and applicable financial delegations. Understanding of financial risk management, internal auditing, audit processes and the implementation of corrective action plans. Ability to analyse and interpret financial information, identify expenditure trends and variances, and recommend appropriate corrective measures. Ability to develop, implement and monitor financial management procedures, systems and internal controls. Good planning, organising, analytical, problem-solving, decision-making and presentation skills. Effective written and verbal communication skills, including the ability to prepare financial reports and provide financial advice to management. Demonstrated leadership, supervisory, people management and performance management skills. Ability to work independently, meet deadlines, manage

competing priorities and perform effectively under pressure. Computer literacy, including proficiency in Microsoft Excel, Word and PowerPoint, and experience in computerised financial management and reporting systems. Ability to engage effectively with management, staff, auditors, departmental officials and other relevant stakeholders. Additional Information/Qualification Required. A valid Code B (Code 8) drivers license. Knowledge, Skills, Training and Competencies Required: The incumbent will report to the Chief Executive Officer and will be responsible for managing and monitoring the institution's financial management and SCM functions to ensure sound financial governance, effective budget control, accurate financial reporting and compliance with applicable legislation, and departmental policies. The incumbent will support the Chief Executive Officer and hospital management in promoting the effective, efficient, economical and transparent utilisation of public resources to sustain quality patient care. The ideal candidate must demonstrate the following knowledge, skills and competencies: Sound knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury Guidelines and other applicable public sector financial management prescripts. Knowledge of relevant financial legislation, departmental policies, directives, practice notes, accounting procedures and internal control requirements. In-depth knowledge of budget preparation, implementation, monitoring and control, including the Medium-Term Expenditure Framework (MTEF) and Basic Accounting System (BAS). Knowledge of expenditure management, cash-flow planning, revenue administration, financial accounting and financial reporting. Knowledge of public sector Supply Chain Management policies, procurement procedures and applicable financial delegations. Understanding of financial risk management, internal auditing, audit processes and the implementation of corrective action plans. Ability to analyse and interpret financial information, identify expenditure trends and variances, and recommend appropriate corrective measures. Ability to develop, implement and monitor financial management procedures, systems and internal controls. Good planning, organising, analytical, problem-solving, decision-making and presentation skills. Effective written and verbal communication skills, including the ability to prepare financial reports and provide financial advice to management. Demonstrated leadership, supervisory, people management and performance management skills. Ability to work independently, meet deadlines, manage competing priorities and perform effectively under pressure. Computer literacy, including proficiency in Microsoft Excel, Word and PowerPoint, and experience in computerised financial management and reporting systems. Ability to engage effectively with management, staff, auditors, departmental officials and other relevant stakeholders.

DUTIES : Coordinate and manage the implementation of sound financial management systems, procedures and internal controls to ensure compliance with applicable legislation, policies and financial management prescripts. Coordinate the preparation, motivation, consolidation and implementation of the institution's MTEF budget in consultation with hospital management and relevant stakeholders. Monitor budget utilisation and expenditure against approved allocations, identify variances and recommend corrective measures to promote budget discipline and prevent unauthorised, irregular, fruitless and wasteful expenditure. Monitor institutional cash flow and expenditure commitments to support the timely settlement of obligations and prevent the accumulation of overdue payments. Prepare, analyse and consolidate accurate and timeous financial reports for submission to the Chief Executive Officer, hospital management and the relevant departmental structures. Provide financial management advice and support to the Chief Executive Officer and management on budget performance, expenditure trends, financial risks and resource allocation. Monitor the effective management and utilisation of the National Tertiary Services Grant (NTSG), ensuring alignment with approved allocations, applicable grant conditions and tertiary service delivery priorities. Coordinate the implementation of revenue enhancement measures, including revenue collection, reconciliation, monitoring and reporting, to improve institutional revenue management. Analyse financial data and management reports to identify trends, cost pressures, inefficiencies and opportunities for cost containment and improved resource utilisation. Monitor compliance with financial management policies, approved delegations, procurement procedures and relevant SCM prescripts, in collaboration with the responsible SCM officials. Maintain effective financial controls over

expenditure, payments, commitments, revenue and other financial transactions to safeguard public funds. Coordinate the preparation of annual financial statements and other statutory financial reports, ensuring accuracy, completeness and compliance with applicable reporting requirements. Facilitate internal and external audit processes by ensuring the availability of supporting documentation, responding to audit queries and coordinating the implementation of agreed remedial actions. Monitor financial risks and internal control weaknesses and ensure that corrective measures are implemented within approved timeframes. Supervise, manage and develop staff within the assigned financial management component, including performance management, capacity building and the promotion of accountability. Review financial management processes and recommend improvements to strengthen efficiency, compliance, service delivery and the effective use of institutional resources. Promote the effective use of BAS and other approved financial management information systems to enhance financial monitoring, reporting and decision-making. Provide technical guidance to managers and cost centre holders on budget management, expenditure control, financial reporting and compliance with applicable financial procedures. Maintain effective working relationships with hospital management, departmental financial management structures, SCM officials, auditors and other stakeholders to support sound financial governance. Undertake any other duties delegated by the Chief Executive Officer or the relevant supervisor, consistent with the responsibilities of the post and applicable delegations.

ENQUIRIES : Mr B.M. Shezi- Chief Executive Officer Tel No: (033) 897 3321

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/483 : **ASSISTANT MANAGER NURSING - THEATRE REF NO: DPKISMH 28/2026 (X1 POST)**
Component: Nursing

SALARY : R785 568 – R898 215 per annum. Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Matric / Grade 12, Basic R425 qualification with midwifery accredited by SANC (i.e. diploma/ degree in nursing) that allows registration with the South African Nursing Council. Post Basic Nursing Qualification with a duration of 1 year accredited with the South African Nursing Council in Operating Theatre is compulsory. Registration with the SANC as Professional Nurse and proof of current registration. A minimum 10 years recognizable experience in General Nursing after registration as Professional Nurse with South African Nursing

Council. At least 6 years of a period referred to above must be appropriate/recognizable experience in Operating Theatre after obtaining a 1-year Post Basic Qualification accredited with South African Nursing Council. 3 years of the period referred to the above must be appropriate/recognizable experience at Management Level. Knowledge, Skills, Training and Competence Required: In-depth knowledge of nursing care processes Knowledge of nursing statutes and other relevant legal frameworks including the Nursing Act, National Health Act, Occupational Health and Safety Act, Patients' Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary codes and Grievance Procedures. Sound knowledge of perioperative nursing care, operating theatre policies, infection prevention and control, clinical governance, quality assurance and patient safety standards. Ability to function well with a team. Leadership, organisational, decision-making and problem solving skills. Knowledge of surgical safety, aseptic techniques, sterilisation and prevention of surgical site infections. Financial, human resource and material resource management skills, Ability to coordinate, supervise and monitor nursing services within Theatre Complex.

DUTIES : Ensure effective commutation and smooth running within the unit. Ensure overall management and necessary support for effective functioning of the unit. Develop policies and protocols for the unit. Coordination of optimal and holistic specialized nursing care provided within the set standards and professional/legal framework. Ensure effective management of quality nursing service. Ability and knowledge to carry out theatre nursing procedures. Ensure optimal utilization of Nursing Personnel in the unit. Manage PMDS of subordinates. Work as part of a multi-disciplinary team in the unit. Monitor checks and processes in the care of instruments in theatre. Develop SOP'S and Protocols for the unit. Mentoring of Operational Manager and Shift leaders in theatre. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Participate in quality assurance, clinical audits, risk management and implementation of quality improvement initiatives. Participate in SCM and financial management processes as determined by PFMA. Maintain sound relations with all stakeholders and team within the department. Able to manage own work, time and that of junior colleagues. Demonstrate a basic understanding of HR and financial policies and practices. Manage staff performance, development, discipline, grievances and continuous professional development. Management of complaints. Ensure compliance with OHSC, Ideal Hospital Realisation Framework, infection prevention and control, clinical governance an patient safety standards. Ensure effective data management

ENQUIRIES : Ms S.C. Nduli: Deputy Director: Nursing Management Tel No: (031) 530 - 1416

APPLICATIONS : All occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience

employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 06 November 2026

POST 38/484 : **OPERATIONAL MANAGER NURSING (SPECIALTY)- MIDWIFERY AND NEONATAL. REF NO: GS 11/26**
Component: Nursing Department

SALARY : R720 819 per annum. Plus 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 Certificate Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. 1 Year Post–basic Nursing qualification in Midwifery and Neonatal Nursing Science. Current registration with the South African Nursing Council (2026 SANC receipt) A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Midwifery and Neonatal Nursing Science. OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Midwifery and Neonatal Nursing Science. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the obstetrics and Gynaecology unit. Manage and provide therapeutic environment for staff, patients and the public accessing health care services at Grey's hospital Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital Ensure that high quality nursing care is rendered to all clients accessing maternal and child health services at Grey's Hospital, taking into consideration safety risks assessments and patient safety incidents prevention and reporting. Manage the utilization and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement Maternal and Child care nursing. Manage and instill discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance to quality care, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary

team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/485 : **OPERATIONAL MANAGER NURSING (SPECIALTY)- CHILD NURSING SCIENCE REF NO: GS 12/26**
Component: Nursing Department- Paediatric Unit

SALARY : R720 819 per annum. Plus 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 Certificate Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year Post–basic Nursing qualification Child Nursing Science. Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Child Nursing Science. OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Child Nursing Science. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Paediatric Unit. Manage and provide a therapeutic environment for staff, patients and the public accessing health care services at Grey's Hospital Demonstrate effective

communication to patients, families, multidisciplinary team members and other stakeholders within the hospital Ensure that high-quality nursing care is rendered to all clients accessing Paediatric health services at Grey's Hospital, taking into consideration safety risk assessments and patient safety incident prevention and reporting. Manage the utilisation and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of Child care nursing. Manage and instil discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance with quality care, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/486 : **OPERATIONAL MANAGER NURSING (SPECIALTY)- CRITICAL CARE REF NO: GS 15/26**
Component: Nursing Department- Neonatal ICU

SALARY : R720 819 per annum. Plus 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 Certificate Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. 1 Year Post–basic Nursing qualification in Adult/ Paediatric or Neonatal Critical Care Nursing. Current registration with the South African Nursing Council (2026 SANC receipt) A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing. OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). Knowledge, Skills, Training And Competencies

Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Neonatal ICU and Nursery. Manage and provide a therapeutic environment for staff, patients and the public accessing health care services at Grey's Hospital Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital Ensure that high-quality nursing care is rendered to all clients accessing neonatal health services at Grey's Hospital, taking into consideration safety risk assessments and patient safety incident prevention and reporting. Manage the utilisation and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of neonatal care nursing. Manage and instil discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance with quality care, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/487 : **OPERATIONAL MANAGER NURSING GENERAL REF NO: GS 13/26**
Component: Nursing Department- Medical Ward

SALARY : R720 819 per annum. Plus 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements

CENTRE : Grey's Hospital

REQUIREMENTS : Grade 12 Certificate Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. Current registration with the

South African Nursing Council (2026 SANC receipt). A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the Medical Unit. Manage and provide a therapeutic environment for staff, patients and the public accessing health care services at Grey's Hospital Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital Ensure that high-quality nursing care is rendered to all clients accessing Medical health services at Grey's Hospital, taking into consideration safety risk assessments and patient safety incident prevention and reporting. Manage the utilisation and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of medical care nursing. Manage and instil discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance with quality care, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 09 November 2026

POST 38/488	:	**OPERATIONAL MANAGER NURSING GENERAL REF NO: GS 14/26** Component: Nursing Department- Surgical Ward
SALARY	:	R720 819 per annum. Plus 13th cheque, medical aid (optional), Homeowners allowance (employees must meet the prescribed requirements
CENTRE	:	Grey's Hospital
REQUIREMENTS	:	Grade 12 Certificate Degree/Diploma in General Nursing that allows registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council (2026 SANC receipt). A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
DUTIES	:	Assist in planning/organizing and monitoring objectives of the Surgical Unit. Manage and provide a therapeutic environment for staff, patients and the public accessing health care services at Grey's Hospital Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital Ensure that high-quality nursing care is rendered to all clients accessing Surgical health services at Grey's Hospital, taking into consideration safety risk assessments and patient safety incident prevention and reporting. Manage the utilisation and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of Surgical care nursing. Manage and instil discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance with quality care, infection prevention and control (IPC) programs, e.g. Ideal Hospital Realisation and Maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services, e.g. assist with relief duties to nursing management.
ENQUIRIES	:	Mr F.S. Matibela- Nursing Manager Tel No: (033) 897 3331
APPLICATIONS	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za
FOR ATTENTION	:	Mrs M. Chandulal
NOTE	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83,and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The

Employment Equity Target for this post is: African Male, Coloured Male, African Female, Coloured Female

CLOSING DATE : 09 November 2026

POST 38/489 : **ULTRASOUND RADIOGRAPHER – DIAGNOSTIC IMAGING SERVICES REF NO: LRH 07/2026 (X1 POST)**
Department: Diagnostic Imaging Services

SALARY : Grade 1: R510 906 - R581 892 per annum
Grade 2: R598 260 - R683 808 per annum
Grade 3: R703 785 – R756 444 per annum
Other Benefits: 13th Cheque, (Medical Aid Optional) Plus 12% Inhospitable Area.

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography (2026). Certificate of Registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer (Independent Practitioner). Persons in possession of foreign qualification must attached an evaluation certificate from the South African Qualifications Authority (SAQA). Current registration confirmation / Annual practice with HPCSA as an Ultrasound Radiographer. Experience **Grade 1:** Nil experience after registration with HPCSA in respect of RSA qualified who have performed community services, and 1 year appropriate/recognizable experience in respect of foreign qualified not required to perform community service. **Grade 2:** Minimum of 10 years' appropriate experience after registration with the HPCSA as an Ultrasound Radiographer. **Grade 3**: Minimum of 20 years' appropriate experience after registration with the HPCSA as an Ultrasound Radiographer. Knowledge, Skills, Training And Competencies: Sound knowledge of obstetrics & gynaecology, general, cardiac and vascular ultrasound musculoskeletal ultrasound scanning techniques, protocols and procedures. Knowledge of radiographic procedures, equipment and accessories associated with relevant regulations. Sound knowledge of Radiation control regulations, safety measure and policies. Knowledge of occupational Health and Safety and other relevant Acts, policies and regulations, namely, infection control measures, etc. Knowledge of basic Quality assurance procedures in Diagnostic Radiography. Ability to communicate effectively and problem solving skills. Sound report writing and administrative skills. Computer literacy. Good interpersonal relations and ability to perform well within a team. Ability to work autonomously.

DUTIES : Provide safe, timely and high-quality diagnostic ultrasound services in accordance with clinical indications, approved protocols and patient-centred care standards. Perform and accurately interpret ultrasound examinations within the scope of practice, and issue clear, complete and timely diagnostic reports. Promote patient dignity, privacy, informed consent, health education and continuity of care throughout the examination process. Perform ultrasound procedures competently, applying infection prevention and control, patient identification and clinical risk-management measures. Undertake patient reception, appointment coordination, registration and related clerical duties as required. Maintain accurate clinical records, examination registers, service statistics and routine operational reports. Support the effective day-to-day delivery of ultrasound services, including workload prioritisation, referral pathways and efficient use of available resources. Uphold Batho Pele principles, professional ethics and respectful communication with patients, families and multidisciplinary teams. Inspect, operate and care for ultrasound equipment safety, reports faults promptly and support equipment maintenance and service continuity. Provide guidance, supervision, mentorship and practical training to junior staff and students within the scope of professional practice. Participate in quality assurance, clinical audits, patient-safety initiatives and continuous quality-improvement activities. Comply with applicable professional standards, occupational health and safety requirements, the Ideal Hospital Framework and Office of Health Standards Compliance requirements.

ENQUIRIES : Mr. B. Mbana (Assistant Director: Radiography) Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / erick.ngxongo@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370 or Hand delivery to: The Human

Resource Management Offices, Ladysmith Regional Hospital, Office No: 15, 36 Malcom Road, Ladysmith, 3370

FOR ATTENTION : Mr S.L.Dlozi.

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 13 November 2026

POST 38/490 : **PROFESSIONAL NURSE SPECIALTY (NEONATAL NURSING) REF NO: DPKISMH 29/2026 (X1 POST)**
Component: Nursing

SALARY : Grade 1 R495 423 – R581 931 per annum. Other Benefits: 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Matric / Grade 12, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse Plus Current registration with the South Africa Nursing Council (SANC) as a Professional Nurse PLUS A post basic qualification in the Neonatal specialty / Paediatric / Critical care with a duration of at least 1 year, accredited with the SANC. Experience Required: Grade 1: A minimum of 4 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in the speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles. Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision-making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programmes.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Human Resources: Planning of the allocation/change list, day and night duty and inputs for leave. Financial-

Resource: Monitor financial resources with emphasis on cost containment and the keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, i.e. UPFS. Order and monitor appropriate levels of consumable i.e. according to norms. Services - Monitor services, i.e. linen and cleaning in conjunction with housekeeping staff. Monitor telephone use and keep records. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms S.C. Nduli: Deputy Director: Nursing Management Tel No: (031) 530 - 1416

APPLICATIONS : All occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Directives To Candidates: Applications to be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za or Couriered To: 310 Bhejane Street (Hospital Gate Number 2) Kwamashu, 4360

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV. Only shortlisted candidates will be required to submit proof of current/previous work experience endorsed and stamped by Human Resource Department & other required documents. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 15/2026. NB: Failure to comply with the above instruction will disqualify applicants. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 06 November 2026

POST 38/491 : **PROFESSIONAL NURSE SPECIALTY (OBSTETRICS AND GYNAECOLOGY) REF NO: UMP 02/2026 (X1 POST)**

SALARY : Grade1: R495 423 - R581 931 per annum
Grade2: R607 350 - R752 913 per annum

CENTRE : Umphumulo Hospital

REQUIREMENTS : **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse with South African Council in general nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse with SANC in general Nursing of which at least ten (10) years must be appropriate / recognizable experience in maternity after obtaining the post basic qualification of Advanced Midwifery. Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Advanced Midwifery, accredited with the South African Nursing Council. Current (2026) council receipt if shortlisted. Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem-solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing

when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the section adheres to the principles of Batho Pele. Diagnose and manage obstetric emergencies in the absence of a Medical Officer ie. eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods and manage or refer in accordance to hospital policy. Develop, implement and review obstetric policies and procedures. Develop quality improvement programs for obstetrics. Conduct Perinatal Mortality reviews or meetings. Implement EPMDS and identify staff training needs. Conduct in-service education for all obstetric staff. Participate in all obstetric programs ie. PPIP, PMTCT, BBI, BFI, and RHC – reproductive health. Practice participative management by assisting with relief duties of the supervisor. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property.

ENQUIRIES : Ms P Matlou Tel No: (032) 4814199

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, R74 Greytown Road, Maphumulo, 4470. email to: raban.chirwa@kznhealth.gov.za / Zinhle.zulu@kznhealth.gov.za

FOR ATTENTION : Ms ZP Zulu Tel No: (032) 481 4180

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. Applicants are not required to submit copies of qualifications, ID and other relevant documents with the application. Only shortlisted candidates will be required to submit certified copies of documents and proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department on or before the day of the interview. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 10 November 2026

POST 38/492 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LRH 08/2026 (X1 POST)**
Department: Finance

SALARY : R487 197 – R573 897 per annum. Other Benefits: 13TH Cheque, (Medical Aid Optional) Plus Housing allowance.

REQUIREMENTS : Grade 12 / Matric or equivalent, An appropriate Degree / National Diploma in Supply Chain Management or equivalent plus at least 3 years' appropriate supervisory experience in Supply Chain Management. Unendorsed Valid driver's license. Knowledge, Skills, Training and Competencies [Ne1.1]. Knowledge of Public Finance Management Act, Preferential Procurement Policy Framework Act, Health SCM Delegations. Good communication, leadership, interpersonal and decision making qualities. Sound management, negotiation, inter-personal, decision making and solving problems. Knowledge

of Treasury Regulations and Practice Notes. Good verbal and written communication skills. Knowledge of current Health Legislation and policies at Public Institutions. Ability to handle sensitive financial information in strictest confidence. Working knowledge of the Basic Accounting Systems (BAS)/ LOGIS and understand Promotion of Access of Information Act. Knowledge on Security Management Act. Computer literacy in MS Word and Excel.

DUTIES : Manage demand planning, procurement of goods and services, quotations and bids in line with the Hospital Annual Operational Plan and approved procurement plan. Ensure efficient, economical and accountable management of SCM personnel, budgets and other allocated resources. Engage end users and stakeholders to identify procurement needs, service-delivery gaps and SCM compliance risks. Provide management with sound SCM advice, recommendation and corrective actions on procurement and contract matters. Communicate and implement applicable SCM circulars, policies amendments, Treasury instructions and practice notes. Ensure transparent, fair, competitive and cost-effective procurement and compliance with applicable legislation and delegations. Provide technical guidance to hospital management on acquisition, logistics, contract administration and supplier performance. Implement and monitor SCM procedure, internal controls, requisitions, purchase orders, good receipt and record keeping in preparation for Audits. Compile and analyse monthly SCM performance, procurement, contract, accrual and compliance reports, address exceptions promptly. Participate in multidisciplinary management structures to align SCM activities with clinical and operational priorities. Manage SCM operations and staff performance, including procurement turnaround times, LOGIS processes and asset controls. Ensure sound strategies to avoid Unauthorized, Irregular, Fruitless and Wasteful Expenditure and Reports thereof. Identify staff skills gaps, coordinate SCM training and promote continuous development and ethical conduct. Monitor compliance with the PFMA, Treasury Regulations, departmental SCM framework and supply chain prescripts, prevent and report irregular expenditure.

ENQUIRIES : Mrs. N. Mthembu (Deputy Director: Finance) Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / erick.ngxongo@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370 or Hand delivery to: The Human Resource Management Offices, Ladysmith Regional Hospital, Office No: 15, 36 Malcom Road, Ladysmith, 3370.

FOR ATTENTION : Mr S.L.Dlozi

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an

integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 13 November 2026

POST 38/493 : **PROFESSIONAL NURSE GENERAL REF NO: UMP 03/2026**

SALARY : Grade 1: R337 359 – R397 392 per annum
Grade 2: R411 978 – R485 289 per annum
Grade 3: R495 423 – R635 088 per annum

CENTRE : Umphumulo Hospital

REQUIREMENTS : Diploma / Degree in General Nursing and Midwifery. Matric certificate/ Grade 12/ Standard 10. Diploma / Degree in General nursing and Midwife. Registration with the S.A.N.C. as a General Nurse and midwife. Current registration with South African Nursing Council receipt (2026). **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of nursing care processes and procedures, nursing statutes and other legal frameworks such as: Nursing Act, Health Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, Grievance Procedure, code of conduct etc. Good skills in Communication, report writing, facilitation, co-ordination, planning & organizing, decision making computer usage. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures.

DUTIES : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring the adherence to the principles of Batho Pele. Practice participative management by assisting with relief duties of the supervisor. Maintain accurate and complete patient records. Utilise human, material and physical resources efficiently and effectively. Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with relevant laws and regulations to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. Must be prepared to work shift as per allocation; includes night shift, weekends and Holidays.

ENQUIRIE : Ms P Matlou Tel No: (032) 4814199

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, R74 Greytown Road, Maphumulo, 4470. email to: raban.chirwa@kznhealth.gov.za / Zinhle.zulu@kznhealth.gov.za

FOR ATTENTION : Ms ZP Zulu Tel No: (032) 481 4180

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. Applicants are not required to submit copies of qualifications, ID and other relevant documents with the application. Only shortlisted candidates will be required to submit certified copies of documents and proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department on or before the day of the interview. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal

opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 10 November 2026

POST 38/494 : **FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO: AMAJ14/2026**
Component: Medico-Legal Mortuary

SALARY : R225 777 per annum, (an all- inclusive salary package). Other Benefits Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13th Cheque

CENTRE : Amajuba Health District Office

REQUIREMENTS : Grade 12. A valid driver's license minimum code 08. Recommendations Computer Literacy (MS Word, Excel, Power Point). Experience in mortuary services minimum of six (06) months. Knowledge, Skills, Behavioural Attributes and Competencies Required Knowledge of mortuary administrative processes and policies. Knowledge of Medico-Legal protocols and prescripts. Knowledge of criminal justice system. Knowledge of waste management policy. Knowledge of infection control protocols and OHS. Knowledge of cleaning materials and use of cleaning equipment.

DUTIES : To provide an efficient and effective administrative autopsy service. Preparation of relevant documentation required during autopsy process. Identification of body to doctor. Taking verbatim notes as directed by the doctor. Fingerprinting of deceased for identification of deceased. Photographing (including downloading of images into relevant database) for identification and record keeping. Collection of exhibits and samples/specimens under direct supervision of medical practitioners. Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence. Maintain chain of evidence register. Assist families with identification process. To provide effective transportation service in the collection and offloading of bodies from crime scene to mortuary. Collection and transportation of corpse between death scene and medico legal mortuary including loading and offloading of corpse. Ensure completion of all relevant documentation necessary in collection and transportation process. Admission of bodies into medico legal mortuary in accordance with prescripts. To maintain a technical autopsy service. Perform reconstruction of a corpse under direction/ instruction / supervision of the medical offer in charge of case/s. Movement of weighing corpse. Ensure washing, shrouding and labelling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition. Handle and safeguard properly of deceased and disposal of property to next of kin in the prescribed manner. To perform administrative duties including registry, fleet, assets and stock control activities. Typing of all postmortem and any other subsequent documentation generated because of the postmortem examination. Communication and making necessary arrangements with relevant role players in preparation for postmortem examination as per medical officer's instructions. Maintain an effective and efficient filing system for all postmortem related documentation and ensure safe custody thereof. Develop and maintain a database of all information pertaining to the autopsy service and timely provision of monthly summary statistics to relevant stakeholders. Stock control including early warning arrangements. Reception and switchboard duties. Liaising with next of kin, undertakers, municipalities, hospitals, and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies. Liaising with court, negotiating court attendance by medical officers and other medico mortuary staff.

ENQUIRIES : Mr. M.J. Mambi Tel No: (034) 312 2706

APPLICATIONS	:	All applications should be forwarded to: Mrs. T.N.B. Dube: KZN Department of Health, Amajuba Health District Office, Email: Lungile.Mbatha3@kznhealth.gov.za OR Hand delivered to 50 Harding Street Nedbank Building First Floor, Newcastle, 2940
FOR ATTENTION	:	Mrs. T.N.B. Dube
NOTE	:	Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Originally signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Indian Males are encouraged to apply and people with disability also should feel free to apply.
CLOSING DATE	:	10 November 2026
POST 38/495	:	**DRIVER REF NO: AMAJ13/2026** Component: Transport
SALARY	:	R201 093 per annum, (an all- inclusive salary package). Other Benefits Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13th Cheque.
CENTRE	:	Amajuba Health District Office
REQUIREMENTS	:	Grade 10 (Standard 8) or equivalent as recognized by SAQA. Valid Code EC Driver's License. Professional Driver's Permit (PDP). Experience Minimum of Five (05) years driving experience Knowledge, Skills, Behavioural Attributes and Competencies Required Driving skills. Ability to read and write. Good communication and Interpersonal skills. Self-discipline. Time management skills. Knowledge of Batho Pele Principles.
DUTIES	:	Transport passengers and goods as directed to various destinations. Proper inspection of vehicles before and after each trip as part of routine maintenance. Safeguard the vehicle from damage and theft. Park vehicles in a safe place and activate all security devices. Timely report all faults, incidents/accidents to Transport Officer / Supervisor and Police. Keep prescribed records and log sheets with regards to vehicles and goods. Wash and vacuum government vehicles properly. Ensure that the principles of the National Road Traffic Act and other departmental policies are adhered to.
ENQUIRIES	:	Mr. S.T.S. Khumalo at 083 554 3642
APPLICATIONS	:	All applications should be forwarded to: Mrs. T.N.B. Dube: KZN Department of Health, Amajuba Health District Office, Email: Lungile.Mbatha3@kznhealth.gov.za or Hand delivered to 50 Harding Street Nedbank Building First Floor, Newcastle, 2940.
FOR ATTENTION	:	Mrs. T.N.B. Dube
NOTE	:	Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za.Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of

qualifications and other documents on application but must submit Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Originally signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Indian Males are encouraged to apply and people with disability also should feel free to apply.

CLOSING DATE : 10 November 2026

ANNEXURE W

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH

APPLICATIONS : The circular of advertised vacant posts will be posted on the following websites: https://erecruitment.limpopo.gov.za/, www.ldoh.gov.za, www.dpsa.gov.za and Provincial Department social media. Applicants must apply on the following website: https://erecruitment.limpopo.gov.za/

CLOSING DATE : 06 November 2026

NOTE : NB: Ensure that you read the conditions and requirements of the post before you apply. Failure to comply with the instructions below will result in your application being disqualified. By applying, it is understood that you agree to the conditions and requirements of the post. Applicants are hereby invited from suitably qualified candidates for vacant posts in the Department of Health. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and must be accompanied by a comprehensive Curriculum Vitae [CV]. Completion of Z83 Application Form: Online applications must include the only Curriculum Vitae [CV] in PDF as attachment. Zipped ,IMG and JPEG documents will not be accepted. The new Z83 form must be fully completed and signed up by the applicant. The following must be considered in relation to the completion of Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate ‘not applicable’ or leave blank to the question. If yes (provide detail), “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV)” or “see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application for employment Z83, and applicants are accountable for the information that is provided therein. The questions related to the conditions that prevent re-appointment under Part F must be answered however applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body and copy of ID must be submitted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be integrity [ethical conduct] assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process . In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended. All Shortlisted candidates for the SMS posts will be subjected to technical exercise and interview .Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment). Shortlisted candidates for the SMS posts will be required to submit SMS pre-entry certificate obtainable from National School of Government [https://thensg.gov.za/training-course/sms-pre-entryprogramme/.] on appointment. The cost for Nyukela is at the applicant ‘s own expense.

Successful candidates will be expected to enter into performance agreement and sign oath of secrecy. Suitable candidate will be subjected to Personnel Suitability Checks [criminal record, citizenship, credit record checks, qualification verification and employment verification] Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The successful candidate falling within the designated categories for disclosure of financial interests will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Only the designated categories will disclose their financial interest in line with Regulation 16 (c),17 (2) & 18 (3) of the Public Service Regulation, 2016 as amended The Department of Health is an equal opportunity Employment Equity and Affirmative Action Employer. Females are encouraged to apply for posts at senior management level in order to address the Employment Equity targets within the Department. People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Correspondence will be limited to shortlisted candidates only due to the large number of applications we envisage to receive; and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000.Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. The Department reserves the right not to fill any advertised posts.

MANAGEMENT ECHELON

POST 38/496 : **DEPUTY DIRECTOR-GENERAL: TERTIARY, SPECIALISED AND HEALTH CARE SUPPORT SERVICES (X1 POST)**

SALARY : R1 885 710 per annum (Level 15), (all-inclusive remuneration package)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus an appropriate recognized postgraduate health related degree or equivalent qualification at NQF level 8 as recognised by the South African Qualifications Authority (SAQA). Eight [8] years' experience in Senior Management. Proven experience of the health sector. Good background in service delivery, turn-around and change management strategy. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license, except for people with disabilities. Knowledge And Skills. Proven service delivery track record. Interacting with policy makers and key players in Health Care. Sound knowledge of the research methodology. Knowledge of all Health and related Acts and Regulations. Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation [SDI]. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Personal attributes. Responsiveness. Proactiveness. Professionalism. Accuracy. Flexibility. Independent. Co-operative. Team player. Supportive. Flexible. Willing to work under changing and difficult circumstances. Leader. Listener
DUTIES : Provide leadership and strategic direction and policy in the branch. Manage the coordination of tertiary, specialised and health care support services. Manage the provision of forensic medical services. Manage the provision of specialised and private health services. Manage and utilise human resources in accordance with relevant directives and legislation.
ENQUIRIES : enquiries about the advertised posts should be directed to Ms Hlokoa RE at Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/497 : **DISTRICT EXECUTIVE MANAGER (X1 POST)**

SALARY : R1 554 696 per annum (Level 14), [all-inclusive remuneration package]
CENTRE : Vhembe District
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus an undergraduate qualification in any health field at NQF level 7 as recognized by South African Qualifications Authority [SAQA]. A relevant postgraduate qualification in Public Health will be a strong recommendation. A minimum of five [5] years' experience at senior management level. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license, except for people with disabilities. Knowledge And Skills: Sound in depth knowledge of Public Service Act, 1994 as amended, Public Service Regulation 2016, as amended, Public Finance Management Act, 1999, Employment Equity Act, 1998, Skills Development Act, 1998, Occupational Health and Safety Act, 85 of 1993.People management, problem solving, good communication, leadership, decision-making, change management, computer and conflict management skills.
DUTIES : Provide leadership and strategic goals and objectives including managing the district in the following areas: Primary Health Care. Hospital services. Financial management services. Corporate services. Corporate government and planning. Information management and technology. Develop, apply and execute policies & procedures related to the functioning of the district. Ensure effective and efficient service delivery within the district. Manage, monitor and evaluate the provision of health services within the district. Forge links and partnership with formal and informal sectors. Manage and utilize resources [human and financial] in accordance with relevant directives and legislation.
ENQUIRES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/498 : **DIRECTOR: RECORDS MANAGEMENT (X1 POST)**

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate / Grade 12 / Matric plus an undergraduate qualification at NQF level 7 in Public Management / Public Administration / Archive Studies / Information Studies/Information Science or equivalent qualification as recognized by South African Qualifications Authority [SAQA]. A minimum of five [5] years' experience at middle/senior management. Relevant experience in records management and / or statistical analysis. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. SMS Pre-Entry Programme [Nyukela]Certificate[https://www.thensg.gov.za/training-course/sms-pre-entry-programme/?utm_sourcechatgpt.com] upon appointment. A valid driver's license except people with disabilities. Knowledge And Skills: A good understanding of Records Management and National Archives. Knowledge of legislation and related regulations and policies in the public service as a whole relevant to the management of the directorate. Ability to manage multiple projects, excellent interpersonal & communication skills (written & verbal). Report writing and presentation skills. The incumbent must be assertive and self-driven, innovative, and creative, client focused, and solution-oriented Problem Solving, Good Communication, Facilitation, Analytical, Listening, Innovative, Report Writing, Conflict Resolution, Negotiation, Technical, Quantitative, Presentation and Co-ordination Skills. Be able to work under stressful situations as well as the ability to maintain high levels of professionalism. Personal Attributes: Honesty, Integrity, Flexibility. Responsiveness, Professionalism, Accuracy, Supportive, Team Player, Co-operative, Confidentiality, Pro-activeness.
DUTIES : Provide leadership and strategic direction in the division. Ensure implementation and maintenance of sound Records Management Practices. Ensure proper provisioning and maintenance of General Records Services. Ensure proper provisioning and maintenance of Personnel Record Services in the Department. Ensure proper provisioning and maintenance of Medical Record Services in the Department. Manage records, knowledge and related projects. Formulate and manage the component's budget against its strategic objectives. Manage resources [Physical, Human and Financial]

ENQUIRES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.
POST 38/499	:	**DIRECTOR: CORPORATE SERVICES (X1 POST)**
SALARY	:	R1 317 384 per annum (Level 13), [all-inclusive remuneration package]
CENTRE	:	Vhembe District Office
REQUIREMENTS	:	Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus an appropriate undergraduate qualification at NQF level 7 as recognized by SAQA. Five [5] years' experience at middle/senior management level within Corporate Services. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. SMS Pre-Entry Programme [Nyukela] Certificate [https://www.thensg.gov.za/training-course/sms-pre-entry-programme/?utm_source=chatgpt.com] upon appointment. Valid driver's license except for people with disabilities. Knowledge And Skills: Knowledge of Public Finance Management Act [PFMA] and related regulations and policies, e.g. Public Service Act, 1994, Public Service Regulations, 2016, Employment Equity Act, Basic Conditions of Employment Act, Code of Remuneration [CORE] and Bargaining Council Resolutions related to Human Resource Administration Services. Sound and in-depth knowledge of relevant prescripts, application of Corporate Services as well as understanding of legislative framework governing the public service. Knowledge of policies and procedures. People management, problem solving, planning and organizing, time management, strategic planning, policy analysis and development, change and knowledge management skills. Good communication and report writing skills. Personal Attributes: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility. Independent, Cooperative, Team Player, Supportive. Willingness to work under changing and difficult circumstances. Client focused HR Strategist.
DUTIES	:	Provide strategic leadership, direction, monitoring and evaluation. Provide effective and efficient Human Resource Management and Development. Provide Government Information and Communication Technology Services. Manage the provision of Employee Relations and People Management Services. Manage security and work environment services. Manage of records management. Manage the provision of Employee Health and Wellness Program. Manage resources (Physical, Human and Financial)
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.
POST 38/500	:	**DIRECTOR: INFRASTRUCTURE MAINTENANCE AND TECHNICAL SUPPORT (X1 POST)**
SALARY	:	R1 317 384 per annum (Level 13), [all-inclusive remuneration package]
CENTRE	:	Provincial Office [Polokwane]
REQUIREMENTS	:	Qualifications and Competencies: A National Senior Certificate /Grade 12 /Matric plus an appropriate Degree in Civil/Structural or Mechanical / Electrical Engineering. At least six [6] years' post qualification experience. Five [5] years' experience at a middle/senior managerial level in infrastructure maintenance. Training programmes undertaken and successfully completed in Project Management or Health Facilities Management; or Maintenance Management Plus experience in health engineering and or health infrastructure maintenance or a similar complex environment will be an added advantage. Computer literacy with proficiency in MS Office Software. Valid driver's license except for people with disabilities. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Main Role: The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Support Services and will be responsible for the provision of the effective and efficient management of the maintenance of the entire spectrum of Health Facilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost-effective manner Knowledge, Skills, Training And Competencies Required: The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all

applicable legislation, policies, frameworks and instruction notes. The ability to understand the health services plan of the Department and specifically the requirements for maintenance, engineering and related support services and provide support to the chief directorate and health facilities. The ability to understand and apply international and national engineering, municipal waste management the occupational health and safety standards. The ability to understand and interpret specifications for engineering & technical services and application of the knowledge for procurement processes. The ability to plan and manage a diverse portfolio of projects and programmes. The ability to undertake a risk analysis and undertake a risk mitigation strategy. The ability to prepare reports, submissions and presentations the ability to motivate staff, develop competencies and promote a culture of excellence. The ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Manage people. Manage finances.

DUTIES : Plan, implement and manage the maintenance and technical support services component of all health facilities and infrastructure. Manage the provision of professional engineering services and provide support to the chief directorate and health facilities. Provide oversight management of maintenance and technical services provided at all health facilities. Manage the acquisition and deployment of maintenance resources Co-operate and work collaboratively with the directors, middle managers, professionals, technical and administrative support staff in the chief directorate in terms of infrastructure and maintenance planning and delivery, the health care services community at large in the provincial, district and facility maintenance teams. Manage healthcare infrastructure risk and quality improvement programmes. Manage compliance with the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective municipal waste management. Set the visionary and strategic direction of the directorate, support and compliance to the health care service delivery imperative and legal prescripts. Manage the human, physical and financial resources of the directorate.

ENQUIR IES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

OTHER POSTS

POST 38/501 : **HEAD OF CLINICAL UNIT: GRADE 1 (X2 POSTS)**

SALARY : R2 168 145 per annum, plus Rural Allowance of 18% of basic salary PSCBC will apply. Commuted Overtime in accordance with the provincial policy and service delivery requirements

CENTRE : Tshilidzini Hospital (X1 Post)
Mankweng Hospital (X1 Post)
(General Surgery, Paediatrics and Child Health] This post is a joint appointment with the University of Limpopo, either as a senior lecturer or as an associate professor / professor if the requirements of the University of Limpopo are met.

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus an appropriate qualification that allows registration with the Health Professions Council of South Africa [HPCSA] as a Medical Practitioner Independent Practice or Public Service in the relevant medical specialty / sub-speciality. Current registration with the HPCSA as a Medical Practitioner Independent practice / public service in a relevant specialty Grade 1: A minimum of three [3] years as a Medical Specialist or Medical Sub-specialist. The following shall be added advantages: Supervision of Registrar/s for MMed dissertation Peer reviewed publications/s. PhD qualification or candidacy [Qualification and proof of registration to be submitted on date of interview]. A valid driver's license except people with disabilities. Willingness to work in a flexi and/or shift system. Knowledge And Skills: Sound knowledge, skill and experience in the relevant discipline. Evidence of leadership, innovation and managerial ability. Evidence of ability to effectively train and teach at undergraduate and postgraduate level and experience in research and supervision Vision for the development of services in your discipline and appropriate knowledge of the health system. Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results oriented. Calm under pressure and adaptable to change. Committed to continuous learning and Batho Pele principles

DUTIES : For Clinical Disciplines: Plan and render comprehensive effective health service for patients in the province, appropriate to the discipline and level of care including outreach and support services to other levels of care in the catchment area. Lead clinical governance and quality improvement in your area of responsibility, including developing relevant guidelines and protocols and ensuring clinical and mortality audits. Coordinate clinical responsibilities with and supervise specialists, registrars, medical officers, interns and other health care workers in your discipline. Lead academic activities in both undergraduate and postgraduate levels. Provide continuing medical education programmes for doctors in the relevant discipline. Assist with the strategic and operational planning of services in the catchment area of the hospital.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/502 : **SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 (X1 POST)**

SALARY : R1 713 534 per annum, (all-inclusive remuneration package], plus 22% of basic salary ISRDS Nodes Rural Allowance.

CENTRE : Philadelphia Hospital

REQUIREMENTS : Qualifications and Experience: Appropriate qualification that allows registration with the Health Professions Council of South Africa [HPCSA] as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. A minimum of three [3] years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa [HPCSA] as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Willingness to do after-hours work and be on call including shift work. A valid driver's license except people with disabilities. Knowledge And Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies. Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes

DUTIES : Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/503 : **CLINICAL MANAGER: MEDICAL: GRADE 1 (SHIFTS) (X1 POST)**

SALARY : Grade 1: R1 479 723 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC Rural Allowance or 22% ISRDS Nodes Rural Allowance

CENTRE : Groblersdal Hospital

REQUIREMENTS : Qualifications and Experience: An appropriate qualification that allows registration with the Health Professions Council of South Africa [HPCSA] as Medical Practitioner. Current registration with the Health Professions Council of South Africa [HPCSA] as Medical Practitioner. A minimum of three [3] years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa [HPCSA] as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or

permanent residents. Willingness to do after-hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies. Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes

DUTIES : Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/504 : **CHIEF ENGINEER: MECHANICAL: ENGINEERING SERVICES [GRADE A-B] (X1 POST)**
re-advert

SALARY : Grade A: R1 317 108 per annum, (all-inclusive remuneration package)
Grade B: R1 593 765 per annum, (all-inclusive remuneration package)
[The Department will determine the salary package based on years of experience post professional registration]

CENTRE : Provincial Office: Polokwane

REQUIREMENTS : Qualifications and Experience: An appropriate Degree in Mechanical Engineering. Registered as a Professional Engineer with ECSA. Six [6] years' experience. Experience in a health care environment or an environment of similar complex will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. A valid driver's license except for people with disabilities. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies: The incumbents of these posts will be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. The ideal candidate must have: - Ability to apply the Provincial Infrastructure Delivery Management System [IDMS]. Ability to understand the health services plan of the Department and specifically the requirements for engineering services. Ability to undertake engineering design and analyze knowledge. Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes. Ability to plan and manage a diverse portfolio of projects and programmes. Ability to apply Computer-aided engineering applications. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to prepare technical reports, submissions and presentations. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

DUTIES : Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategies 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. Provide effective engineering and project management services. Load project documents and update information on the data management system. Manage compliance with OHS and related legislation. Undertake research. Manage people and budgets.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/505 : **CHIEF ENGINEER: ELECTRICAL: ENGINEERING SERVICES (GRADE A-B]) (X1 POST)**
Re-Advert

SALARY : Grade A: R1 317 108 per annum, [all-inclusive remuneration package]
Grade B: R1 593 765 per annum, [all-inclusive remuneration package]
[The Department will determine the salary package based on years of experience post professional registration]

CENTRE : Provincial Office [Polokwane]

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus an appropriate Degree in Electrical Engineering. Registered as a Professional Engineer with ECSA. Six [6] years' experience. Experience in a health care environment or an environment of similar complex will be an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicants must be prepared to travel extensively throughout the province and work longer hours. A valid driver's license except for people with disabilities. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. The ideal candidate must have: the ability to understand and apply the Provincial IDMS, guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies: The incumbents of these posts will be responsible for performing and managing all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. The ideal candidate must have: Ability to apply the Provincial Infrastructure Delivery Management System [IDMS]. Ability to understand the health services plan of the Department and specifically the requirements for engineering services. Ability to undertake engineering design and analyze knowledge. Ability to understand and interpret specifications for engineering & technical services and application of knowledge for procurement processes. Ability to plan and manage a diverse portfolio of projects and programmes. Ability to apply Computer-aided engineering applications. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to prepare technical reports, submissions and presentations. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

DUTIES : Undertake electrical engineering designs. Perform final review and manage the approval of audits on new electrical engineering designs according to design principles or theory. Manage the execution of maintenance strategies 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. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Load project documents and update information on the data management system. Undertake research. Manage people and budgets.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/506	:	**CHIEF QUANTITY SURVEYOR: ENGINEERING SERVICES [GRADE A-B] (X1 POST)** Re-Advert
SALARY	:	Grade A: R1 143 468 per annum, (all-inclusive remuneration package) Grade B: R1 376 199 per annum, (all-inclusive remuneration package) (The Department will determine the salary package based on years of experience post professional registration)
CENTRE	:	Provincial Office (Polokwane)
REQUIREMENTS	:	Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus an appropriate Degree in Quantity Surveying. Registration as a Professional Quantity Surveyor with SACQSP. Six [6] years' experience post qualification. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. A valid driver's license except for people with disabilities. Main Role: To manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Framework [IDMS]. The ideal candidate must have the ability to guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training And Competencies: The incumbents of the post will be responsible for providing quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of health projects. Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to interpret existing and develop new Functional and Technical Norms and Standards. Ability to identify the required information fields and documents for use by Health. Ability to prepare reports, submissions and presentations. Ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems. Ability to understand how to apply the IDMS. Ability to understand how to identify the required information fields and documents for use by health.
DUTIES	:	Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Contribute from a quantity surveying perspective project brief, costing models and operational narratives. Prepare quantity surveyor inputs for the User Asset Management Plan, the project list and Infrastructure Programme Management Plan. Prepare and/or manage the approval of packages/individual project briefs. Develop and maintain quantity survey planning and cost norms & standards. Participate in the procurement of professional service providers and contractors. Prepare policies, strategies, plans, procedures and criteria for all infrastructure projects from a quantity surveying perspective. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Load project documents and update information on the data management system. Manage the approval of project stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Undertake research. Mentor and support a candidate quantity surveyor. Manage human, physical and financial resources.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.
POST 38/507	:	**DEPUTY MANAGER: NURSING SERVICES (PN A-8) (SHIFTS) (X3 POSTS)**
SALARY	:	R1 069 215 per annum, (inclusive remuneration package), plus 8% of basic salary PSCBC Rural Allowance
CENTRE	:	Donald Frazer Hospital (X1 Post) Musina Hospital (X1 Post) Seshego hospital (X1 Post)
REQUIREMENTS	:	Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification as recognized by SAQA. Current registration with the South

African Nursing Council [SANC] as a Professional Nurse. A minimum of nine [9] years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least four [4] years of the period referred to above must be appropriate/recognizable experience at Management level. Willingness to do after-hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of Performance Management and Development System. Knowledge of strategic planning. Knowledge of PFMA and Treasury Regulations. Knowledge of the application of Batho Pele principles, Patients' Rights Charter and quality assurance system. Knowledge of managing workplace discipline. Well-developed communication, presentation, negotiation and research skills. Knowledge of hospital performance indicators.

DUTIES : Provide leadership, guidance, technical and management support to ensure the provision of optimal, holistic, specialized nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Continuously monitor and evaluate nursing service practices and clinical outcomes to ensure delivery of cost-effective quality health care. Effective resource (human, financial and physical) planning and management in accordance with relevant directives and legislation. Effective utilization of information technology and information systems to ensure accurate statistical data collection and capturing. Provide effective support to management and establish and maintain constructive working relationships with all other stakeholders. Participate in the analysis formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: 015 293 6406, Ms Mompei MM Tel No: 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/508 : **DEPUTY DIRECTOR: FINANCIAL BUDGETING, REVENUE AND DEBT MANAGEMENT (X2 POSTS)**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Sekhukhune District Office (X1 Post)
Mopani District Office (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 qualification in Financial Management/Accounting/Economics or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA].A minimum of five [5] years' experience within Financial Management, of which three [3] years must be at junior management level or Assistant Director level.CA(SA)/IIA membership, eligibility to register as a CA(SA) or Institute of internal auditors (IIA) will be an added advantage. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license, except for people with disabilities. Knowledge And Skills: An understanding of Public Sector Financial Administration and the prescription /provision of PFMA and Treasury Regulations. Good understanding of BAS, LOGIS and other financial systems. Ability to manage multiple projects, excellent interpersonal & communication skills [written & verbal] Report writing and presentation skills. The incumbent must be assertive and self-driven, Innovative, and creative, client focused, and solution oriented. Be able to work under stressful situations as well as the ability to maintain high levels of professionalism. Understanding of the government Standards Chart of Accounts. Applied Strategic Thinking. Budgeting and Financial Management. Project Management. Communication and Information Management. Continuous Improvement. Customer Focus and Responsiveness. Developing Others. Diversity Management. Managing Interpersonal Conflict and Resolving Problems Personal Attributes: Honesty. Integrity. Flexibility. Responsiveness. Professionalism. Accuracy. Supportive Team player. Co-operative. Confidentiality. Pro-activeness

DUTIES : Develop and ensure the implementation of policies, guidelines and procedures. Revenue management. Debt management. Manage financial budgeting and reporting. Manage resources [physical, human and financial]

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE at Tel No: 015 293 6406, Ms Mompei MM at 015 293 6126 / Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT at 015 293 6329 during office hours.

POST 38/509 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (X1 POST)**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Elim Hospital
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Matric/ Grade 12 plus an appropriate national diploma / bachelor's degree or equivalent qualification in Financial Management/Accounting/Economics at NQF level 6 or above as recognized by the South African Qualifications Authority [SAQA].A minimum of five [5] years' experience in Financial Management and related processes, of which three [3] years must be at junior management level equivalent to an Assistant Director level.CA(SA)/IIA membership, eligibility to register as a CA(SA) or Institute of internal auditors (IIA) will be an added advantage .Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Inherent requirement: A valid driver's license except for people with disabilities. Knowledge And Skills: An understanding of Public Sector Financial Administration and the prescription /provision of PFMA and Treasury Regulations. Good understanding of BAS, LOGIS and other financial systems. Ability to manage multiple projects, excellent interpersonal & communication skills (written & verbal). Report writing and presentation skills. The incumbent must be assertive and self-driven, Innovative, and creative, client focused, and solution oriented. BE able to work under stressful situations as well as the ability to maintain high levels of professionalism. Understanding of the government Standards Chart of Accounts.

DUTIES : Manage payments processes for the institution. Ensure that invoices are processed within 30 days of receipt. Manage revenue collection and debt recovery. Manage billing of services. Manage salary administration services. Manage budget planning and control. Manage asset and inventory processes of the institution. Manage supply chain management processes. Manage transport services. Ensure high level of compliance with applicable prescripts and procedures. Provide ad hoc, monthly, quarterly and annual reports relating to all the above functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/510 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (X1 POST)**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Sekhukhune District Office
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 qualification in Human Resource Management/Development Public Management/ Administration or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of five [5] years relevant experience in Human Resource Management/Development of which three [3] should be at Junior Management/ Assistant Director level. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And Skills: Public Service Act, 1994.Public Service Regulations, 2016, Labour Relations Act 1995 Public Finance Management Act 1999.Basic Conditions of Employment Act 1998.Employment Equity Act 1997 Skills Development Act 1998 Occupational Health and Safety Act 1993.Performance Management Systems. HR Provisioning Administration. Public Service Administration. Human Resource Policies. Problem solving. Good Communication. Facilitation skills. Problem-solving skills. Leadership and analytical skills. Listening skills Innovative. Report writing skills. Conflict resolution. Negotiation. Technical skills. Quantitative Presentation Personal Attributes: Honesty. Integrity.

Flexibility. Responsiveness. Professionalism. Accuracy. Supportive Team player. Co-operative. Confidentiality. Pro-activeness.

DUTIES : Develop and ensure the implementation of policies, guidelines and procedures. Manage human resource practice and administration services. Manage human resource development and information management. Manage resources (physical and human)

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE at Tel No: 015 293 6406, Ms Mompei MM at 015 293 6126 / Ms Sebake RL at 015 293 6426, Ms Sebola MF at 015 293 6002 and Ms Mothiba JT at 015 293 6329 during office hours.

POST 38/511 : **DEPUTY DIRECTOR: BRANCH COORDINATOR: OFFICE OF THE CHIEF FINANCIAL OFFICER (X1 POST)**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 qualification in Office Management / Public Administration / Public Management or equivalent qualification as recognised by SAQA.A minimum of five [5] years' experience of which three [3] years should be at junior management/ASD level within Administration / Office Management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license except for people with disabilities Knowledge and Skills: Sound and in – depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Strategic alignment and leadership, Planning and Organizing, Programme and Project Coordination, Governance and Compliance, Financial Management, Change Management, People Management, Problem Solving and decision making, Communication and Stakeholder Management, Conflict resolution, Diversity Management, Report writing and presentation skills. Ability to work in a highly pressured environment. Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results orientated. Calm under pressure and adaptable to change. Respectful and diplomatic with stakeholders. Team player and supportive leader. Committed to continuous learning and Batho Pele principles

DUTIES : Manage and Coordinate reports within the Office of Deputy Director- General. Coordinate the compilation and submission of branch compliance reports, budget and plans Coordinate compliance reporting and other related activities in the branch, etc. Ensure proper management of documents. Develop and maintain systems that will contribute towards improving efficiency in the office. Quality assure all submissions/memos prior to approval by the DDG. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office, etc. Management of queries and correspondence within the Office. Provide support to the office with regard to meetings and engagements. Manage Resources (Physical, Human and Finance)

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/512 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (X1 POST)**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Pietersburg Hospital
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus NQF Level 6 in Supply Chain Management/ Financial/Logistics/Cost and Accounting Management or equivalent qualification at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of five [5] years relevant experience in Demand and Acquisition Management of which three (3) must be at junior management or Assistant Director level. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license except for people with disabilities. Knowledge And Skills: Hands-on approach on tenders, acquisition administration, asset management and contract management. Knowledge, understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act

(PPPFA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and Related Legislation. Good leadership and communication (verbal and written) skills, presentation skills, budgeting skills, computer literacy and knowledge of legal aspects in Supply Chain Management.

DUTIES : Management of SCM bid committees; disposal committees; and contract negotiation committees. Management of commitments; Monitor compliance with Supply Chain Management Legislations, policies, procedures and related subscripts. Asset and Inventory Management as well as Contract administration. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Management of staff. Management of audit action plan.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: 293 6329 during office hours.

POST 38/513 : **MECHANICAL ENGINEER: ENGINEERING SERVICES (GRADE A-C) (X1 POST)**
Re-advert

SALARY : Grade A: R914 517 per annum, (all-inclusive remuneration package)
Grade B: R1 030 296 per annum, (all-inclusive remuneration package)
Grade C: R1 172 184 per annum, (all-inclusive remuneration package)
(The Department will determine the salary package based on years of experience post professional registration)

CENTRE : Provincial Office [Polokwane]

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus an appropriate Degree in Mechanical Engineering. Registered as a Professional Engineer with ECSA. Three [3] years' experience post qualification. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. A valid driver's license except for people with disabilities. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications. The ideal candidate must have the ability to work in line with the Provincial Infrastructure Delivery Framework [IDMS], guide and operate within all applicable legislation, policies, frameworks and instruction notes. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. Knowledge, Skills, Training And Competencies: The incumbent will be responsible to provide all mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS]. The ideal candidate must have ability to apply the Provincial Infrastructure Delivery Management System [IDMS]. Ability to understand the health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand Provincial and Departmental policies on leases and property management. Ability to understand the infrastructure information fields required for updating health infrastructure information management systems. Ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

DUTIES : Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. 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. Provide effective engineering and project management services. Load project documents and update information on the data management system. Undertake research. Manage human, physical and financial resources.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/514 : **PHARMACIST: GRADE 1 (X3 POSTS)**

SALARY : R882 816 per annum, (all-inclusive remuneration package), plus 17% of basic salary ISRDS Nodes Rural Allowance.

CENTRE : Groblersdal Hospital (X1 Post)
Pietersburg Hospital (X2 Posts)

REQUIREMENTS Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus Basic qualification accredited with the South African Pharmacy Council [SAPC] that allows registration as a Pharmacist with the SAPC. Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: Less than five [5] years' experience after registration as a Pharmacist with the SAPC. Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Willingness and ability to perform overtime when the need arises. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Pharmacy Act and Regulations, Medicines and Related Substances Control Act as amended. Good Pharmacy Practice (GPP). Computer literacy. Good Communication Skills. Public Finance Management Act. Labour Relations Act, 1995

DUTIES : Ensure the availability of medicines and supplies (provide alternative treatment, provide continuous medicines availability feedback to healthcare professionals). Provide support to the clinics and perform ward rounds. Manage pharmaceutical services by promoting rational medicines use, pharmacovigilance, antimicrobial stewardship through their local Pharmaceutical and Therapeutics Committees, Stock management and reporting on stock reporting systems. Manage stock at all levels and elimination of pharmaceutical waste. Ensure the use of hospital formulary and update of code list as and when there are changes made to the Standard Treatment Guidelines.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/515 : **ASSISTANT MANAGER: NURSING (AREA) (PN – A7) (X1 POST)**

SALARY : R720 819 per annum

CENTRE : Pietersburg Hospital

REQUIREMENTS : Qualification and Experience: A National Senior Certificate/Grade 12/Matric plus Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a Professional Nurse. Post basic qualification with duration of at least one [1] year accredited with the SANC. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of ten [10] years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing. At least six [6] years of the period referred to above must be appropriate / recognizable experience after obtaining the one [1]-year post-basic qualification in the relevant specialty. At least three [3] years of the period referred to above must be appropriate / recognizable experience at management level. Willingness to do after-hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge of the Public Finance Management Act [PFMA] and Treasury Regulations. Understanding the application of Batho – Pele principles, Patients' Rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Ability to interact with diverse stakeholders and health users and givers. Computer

literacy and report writing skills. Facilitation and coordination skills. Problem solving, planning and organizing skills.

DUTIES : Provide nursing services for in-patient care, outpatient care, chronic inpatient, outpatient services, occupational services, occupational, infection and quality assurance services. Implementation of the nursing plan [Clinical, Practices/quality of practice]. Practice nursing and health care in accordance with laws and regulations relevant to nursing and relevant care. Maintain a constructive working relationship with nursing & other stakeholders. Utilize human material and physical resources effectively and effectively. Promote care for ethics and professionalism.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/516 : **OPERATIONAL MANAGER NURSING (PHC) (PN-B3) (SHIFTS) (X128 POSTS)**
Re-Advert

SALARY : R720 819 per annum, plus 8% of basic salary PSCBC Rural Allowance or 12% ISRDS Nodes rural allowance

CENTRE : Capricorn District (X2 Posts)
Mathabatha Clinic (X1 Post)
Roosenkrantz Clinic (X1 Post)
Towerfontein Clinic (X1 Post)
Uitkyk Clinic (X1 Post)
Helen Franz Gateway Clinic (X1 Post)
Smugglers Union Clinic (X1 Post)
Zebediela Clinic (X1 Post)
Lebowakgomo Gateway Clinic (X1 Post)
Unit R Clinic (X1 Post)
Malemati Clinic (X1 Post)
Botlokwa Gateway Clinic (X1 Post)
Mushubaba Clinic (X1 Post)
Seshego Zone 2 Clinic (X1 Post)
Molepo Clinic (X1 Post)
Sehlale Clinic (X1 Post)
Dikgale Clinic (X1 Post)
Sebayeng Clinic (X1 Post)
Matlala Clinic (X1 Post)
Goedgevonden Clinic (X1 Post)
Naledi Clinic (X1 Post)
WF Knobel Gateway Clinic (X1 Post)
Block 14 Clinic (X1 Post)
Moletji Clinic (X1 Post)
Botlokwa gateway (X1 Post)
Mopani District (X31 Posts):
Bismark Clinic (X1 Post)
Sekororo Gateway Clinic (X1 Post)
Sekororo Clinic (X1 Post)
The Oaks Clinic (X1 Post)
Lorraine Clinic (X1 Post)
Matshwi Clinic (X1 Post)
Medingeni Clinic (X1 Post)
Lulekani CHC (X1 Post)
Grace Mugodeni CHC (X1 Post)
Msengi Clinic (X1 Post)
Nkhensani Gateway Clinic (X1 Post)
Rotterdam Clinic (X1 Post)
Middlewater Clinic (X1 Post)
Zangoma Clinic (X1 Post)
Julesburg CHC (X1 Post)
Letsitele Clinic (X1 Post)
Maake Clinic (X1 Post)
Nkowankowa CHC (X1 Post)
Ooghoek Clinic (X1 Post)
Shiluvani CHC (X1 Post)

Hugo Clinic (X1 Post)
Duiwelskloof CHC (X1 Post)
Dzumeri Clinic (X1 Post)
Namakgale B Clinic (X1 Post)
Pheeha Clinic (X1 Post)
Humulani Clinic (X1 Post)
Kgapane Clinic (X1 Post)
Namakgale Clinic (X1 Post)
Nyabane Clinic (X1 Post)
Bellevue Clinic (X1 Post)
Mariveni Clinic (X1 Post)
Vhembe District (X35 Posts):
Folovhodwe Clinic (X1 Post)
Vyebom Clinic (X1 Post)
Malamulele Clinic (X1 Post)
Helderwater Clinic (X1 Post)
Tiyani CHC (X1 Post)
Louis Trichardt Clinic (X1 Post)
Mulala Clinic (X1 Post)
Davhani Clinic (X1 Post)
Masisi Clinic (X1 Post)
Matiyani Clinic (X1 Post)
Ntlhaveni Clinic (X1 Post)
Nghezimani Clinic (X1 Post)
Kurhuleni Clinic (X1 Post)
Midoroni Clinic (X1 Post)
Kulani Clinic (X1 Post)
Mbokota Clinic (X1 Post)
Nkhensani Clinic (X1 Post)
Sereni Clinic (X1 Post)
Riverplaats Clinic (X1 Post)
Manyima Clinic (X1 Post)
Mukuya Clinic (X1 Post)
Mudimeli Clinic (X1 Post)
Matsa Clinic (X1 Post)
Straigthardt Clinic (X1 Post)
Rabali Clinic (X1 Post)
Khomele Clinic (X1 Post)
Madala Clinic (X1 Post)
Rumani Gateway Clinic (X1 Post)
Khakhu Clinic (X1 Post)
Vvha Clinic (X1 Post)
Vhambelani Maelula Clinic (X1 Post)
Mukula Clinic (X1 Post)
Pfanani Clinic (X1 Post)
Lambani Clinic (X1 Post)
Muwaweni Clinic (X1 Post)
Waterberg District (X14 Posts):
Thabaleshoba CHC (X1 Post)
Jakkalskui Clinic (X1 Post)
George Masebe Gateway Clinic (X1 Post)
Makgobe Clinic (X1 Post)
Pholotji Clinic (X1 Post)
Vaalkop Clinic (X1 Post)
Voortrekker Gateway Clinic (X1 Post)
Pienaarsriver Clinic (X1 Post)
Chromite Block Clinic (X1 Post)
habazimbi Clinic (X1 Post)
Thabazimbi Gateway Clinic (X1 Post)
Roetan Clinic (X1 Post)
Mankuwe Clinic (X1 Post)
Segole Clinic (X1 Post)
Sekhukhune District (X24 Posts):
Motshana Clinic (X1 Post)
Makofane Clinic (X1 Post)
Riba Clinic (X1 Post)
Motsepe Clinic (X1 Post)

Phasha Clinic (X1 Post)
Mankotsana Clinic (X1 Post)
Nchabeleng Clinic (X1 Post)
Paulos Masha Clinic (X1 Post)
Mohlaletsi Clinic (X1 Post)
Selepe Clinic (X1 Post)
Phahlamanoge Clinic (X1 Post)
Seroka Clinic (X1 Post)
Schonoord Clinic (X1 Post)
Mamone Clinic (X1 Post)
Marishane Clinic (X1 Post)
Magalies Clinic (X1 Post)
Vlakplaas Clinic (X1 Post)
Moutse West Clinic (X1 Post)
Van Der Merweskraal Clinic (X1 Post)
Elandsdorin Clinic (X1 Post)
Moutse East Clinic (X1 Post)
Selala Clinic (X1 Post)
Rammupudu Clinic (X1 Post)
Hlogotlou Clinic (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus a minimum of Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in one of the specialities relevant to PHC. A minimum of nine [9] years' appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in general nursing. At least five [5] years of the period referred to above must be appropriate /recognisable experience after obtaining the one [1] year post basic qualification in the relevant specialty. Willingness to work shifts, day-night duty, weekends and public holidays and to work extra hours on short notice. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Valid driver's license except for people with disabilities. Knowledge And Skills: Knowledge of primary health care package of services and management of diseases. Good written and verbal communication and good interpersonal relations. Experience in linking patient information and project management activities. Ability to work independently. Sound understanding of PMDS. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organizational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills (MS word/power point/excel). Basic understanding of HR and financial policies and practices. Personal Attributes. Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results orientated. Calm under pressure and adaptable to change. Team player. Committed to continuous learning and Batho Pele principles.

DUTIES : Effective and efficient coordination of required nursing care, which is compliant with the standards set by the service and professional framework. Participate in management and utilize physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and core values of the department.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/517 : **CONTROL ENGINEERING TECHNICIAN-MECHANICAL: INFRASTRUCTURE MAINTENANCE & TECHNICAL SUPPORT (GRADE A-B) (X1 POST)**
Re-Advert

Salary : Grade A: R573 552 per annum
Grade B: R970 731 per annum

(The Department will determine the salary notch based on years of experience post professional registration)

CENTRE : Provincial Office (Polokwane)

IREQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus NQF level 6 in Mechanical Engineering or equivalent relevant qualification. Registration with ECSA as a Professional Engineering Technician Mechanical. Six [6] years' post qualification technical experience. Training programme undertaken and successfully completed in Project Management will serve as an added advantage. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. The successful applicant must be prepared to travel extensively throughout the province and work longer hours. A valid driver's license except for people with disabilities. Main Role: To render technical services and support in terms of management of service providers responsible for the maintenance of lifts, laundry machines, refrigeration and boilers and manage information on the use of utilities. The ideal candidate must have the ability to work in line with the Provincial Infrastructure Delivery Framework [IDMS], guide and operate within all applicable legislation, policies, frameworks and instruction notes. Knowledge, Skills, Training and Competencies: The incumbent of this post will be responsible to provide all electrical/mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS]. The ideal candidate must have the ability to apply the Provincial Infrastructure Delivery Management System [IDMS]. •Ability to understand the Health service delivery platform, indicators & service plan and how that links with infrastructure. Ability to understand how acquisitions and disposals are managed in Government. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to understand the infrastructure information fields required for updating health infrastructure information management systems. Ability to meet strict project deadlines – preparation of documentation, report writing, chairing and minute taking of site meetings. Ability to understand how to prepare budgets, extract and interpret information from related information systems.

DUTIES : Develop/determine and maintain technical and functional norms and standards for mechanical/electrical installations and systems. Assist with the investigation proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical/electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Validate quality of performance of service providers in terms of norms, standards and maintenance contracts. Compile reports with recommendations related to non-performance in terms of maintenance mechanical / electrical installations and systems. Investigate mechanical / electrical engineering installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act. Load project documents and update information on the data management system. Implement [construction], training and commissioning of mechanical/electrical engineering installations. Undertake research. Manage human, physical and financial resources.

ENQUIRES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/518 : **LECTURER (PND-1) (GRADE 1-2) (X3POSTS)**

SALARY : Grade1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Waterberg Campus (X1 Post)
Sekhukhune Campus (X1 Post)
Thohoyandou Campus (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate plus Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC] as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Current registration with SANC as a Professional Nurse in

Nursing Education. Experience for **Grade 1:** A minimum of four [4] years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Experience for **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing and at least ten [10] years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Computer literacy including MS Outlook, Word, Excel and PowerPoint, and Virtual meeting platforms literacy. A valid driver's license except for people with disabilities Knowledge and Skills: Knowledge of procedures and processes related to nursing. Good Communication, leadership, management, problem solving, presentation, research, basic financial and human resource management skills. Good interpersonal relations. Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results oriented. Calm under pressure and adaptable to change. Respectful and diplomatic with stakeholders. Team player. Committed to continuous learning and Batho Pele principles.

DUTIES : Provide education and training for student nurses. Facilitate learning of students. Accompany students in clinical areas.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/519 : **PROFESSIONAL NURSE (SPECIALTY) (VARIOUS) GRADE 1 - 2 (PN - B1]) (SHIFTS) (X17 POSTS)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
plus 8% of basic salary PSCBC Rural Allowance

CENTRE : Mokopane Hospital (X1 Post)
Letaba Hospital (X4 Posts)
Mankweng Hospital (X4 Posts)
Tshilidzini Hospital (X1 Post)
St Ritas Hospital (X1 Post)
Thabamoopo Hospital (X1 Post)
Helen Franz Hospital (X1 Post)
(Advanced Midwifery, Operating Theatre and Trauma], Hayani Hospital (X1 Post)
Psychiatry Pietersburg Hospital (X3 Posts)

REQUIREMENTS : Qualifications and Experience: A National Senior /Grade 12/ Matric plus Basic R425 qualification [i.e. diploma/degree] in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic nursing qualification in one of the above specialty nursing areas with duration of at least 1 year, accredited with the SANC in one of the specialties referred to. Current registration with the South African Nursing Council [SANC] as Professional Nurse. Experience for **Grade 1:** A minimum of four [4] years appropriate /recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council [SANC] in General Nursing. Experience for **Grade 2:** A minimum of fourteen [14] years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing and at least ten [10] years of the period referred to above must be appropriate / recognizable experience after obtaining the one [1] year post-basic qualification in Speciality. Must be able to work shifts [Including night duty and public holidays]. Willingness to work extra hours on short notice. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients' right charter, Batho Pele principles, public service regulations, 2016, Labour Relations Act, 1995, Disciplinary code and procedure, Grievance procedure etc. Good communication, Report writing, Facilitation, Liaison, Networking and Problem-Solving Skills. Information Management. Knowledge of Management, Planning and organising. Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results-oriented. Calm under pressure and adaptable to change.

Respectful and diplomatic with stakeholders. Team player. Committed to continuous learning and Batho Pele principles

DUTIES : Provide direction and supervision for the implementation of the Nursing plan [Clinical practice/quality patient care]. Implement standards, practices, criteria and indicators for quality Nursing [quality of practice]. Practice nursing & health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

NOTE : Candidates applying for the above facilities should have the following specialities: Advanced Midwifery, Child Nursing Science, Operating Theatre, Advanced Psychiatry, Oncology, Trauma, Intensive Care.

POST 38/520 : **ASSISTANT DIRECTOR: CORPORATE (X2 POSTS)**

SALARY : R487 197 per annum (Level 09)

CENTRE : Musina Hospital (X1 Post)
Mecklenburg Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus appropriate qualification at NQF level 6 as recognised by SAQA.A minimum of three [3] years' experience at supervisory level within Corporate Services. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities Knowledge and Skills: Sound and in – depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service. Strategic alignment and leadership, Planning and Organizing, Programme and Project Coordination, Governance and Compliance, Financial Management, Change Management, People Management, Problem Solving and decision making, Communication and Stakeholder Management, Conflict resolution, Diversity Management, Report writing and presentation skills Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results oriented. Calm under pressure and adaptable to change. Respectful and diplomatic with stakeholders. Team player and supportive leader. Committed to continuous learning and Batho Pele principles.

DUTIES : Develop and ensure the implementation of policies, guidelines and procedures. Manage Human Resource Services. Manage Human Resource Development. Facilitate and co-ordinate operation services. Manage security services. Manage records management. Manage resources [Physical and Human]

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/521 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE AND ADMINISTRATION (X3 POSTS)**

SALARY : R487 197 per annum (Level 09)

CENTRE : Elim Hospital (X1 Post)
St Ritas Hospital (X1 Post)
Evuxakeni Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 qualification in Human Resource Management /Public Admin/ Administration or equivalent qualification at NQF Level 6 as recognized by SAQA.A minimum of three [3] years relevant experience at supervisory level in Human Resources Practices or Administration. PERSAL training/certificate must be attached and knowledge of government HR systems essential. Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Knowledge of the Public Service Act, 1994, Basic Conditions of Employment Act, Labour Relations Act, and related HR prescripts. Understanding of recruitment, selection, appointment, termination, transfer and secondment procedures in the public sector. Knowledge of

PERSAL system functionalities and HR data management. Ongoing professional development in HR legislation. Knowledge of employee benefits, housing, allowances, leave and overtime management policies. Knowledge of grievance, disciplinary, and labour relations procedures. Understanding of audit and compliance requirements in HR. Familiarity with HR planning, records management, and reporting protocols.

DUTIES : Implement the business plan in line with strategic objectives. Manage appointments, termination, transfers and secondments. Manage leave of absence and employee benefits [Allowance, overtime, Housing]. Provide Human Resource Administration Support and compliance. Manage employee relations. Manage resources [Physical and Human].

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/522 : **EMS STATION MANAGER GRADE 3 (SHIFTS) (X4 POSTS)**

SALARY : R413 199 per annum

CENTRE : Matlala EMS (X1 Post)
Dendron EMS (X1 Post)
Zebediela EMS (X1 Post)
Witpoort EMS (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12 /Matric. Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Three [3] years' experience after registration with the HPCSA as an ILS. Copies of qualifications and current registration with the HPCSA to be attached. Willingness to do after-hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Valid driver's license [C1/ Code 10] with Professional Driving Permit for Passengers. Knowledge and Skills: Knowledge of ILS protocols. Understanding of EMS and its line of business. Proven managerial and interpersonal skills. Good verbal and written communication skills. Knowledge of Pandic Finance Management Act.

DUTIES : Management of EMS vehicles, equipment and staff at station level. Treat patients in accordance with relevant protocols. Maintain best clinical practices in accordance with quality standards. Abide by standing operational procedures.

ENQUIRES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/523 : **DIAGNOSTIC RADIOGRAPHER: GRADE 1-2 (SHIFT) (X3 POSTS)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
plus 12% of basic salary PSCBC rural allowance.

CENTRE George Masebe Hospital (X1 Post)
Sekororo Hospital (X1 Post)
Donald Frazer Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric an appropriate qualification that allows a registration with the HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer. Experience for **Grade 1:** Less than ten [10] years' appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Diagnostic Radiographer. Experience for **Grade 2:** Minimum of ten [10] years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Diagnostic Radiographer. Willingness and ability to work shifts / flexi hours [including night duty, weekends and public holidays]. Willingness to work extra hours on short notice. Knowledge And Skills: Thorough knowledge of Diagnostic Radiography techniques and protocols. Ability to work independently and in a team. Comprehensive knowledge of radiation protection, quality assurance and equipment safety. An understanding of public service procedures. Report writing skills. Good interpersonal relations. Computer literacy. Knowledge of

Patient Archiving and Communication Systems and Radiology Information Systems in Regional and tertiary hospitals. An independent thinker and worker. Ability to work under pressure.

DUTIES : Responsible for the smooth running of the department and professional services to patients. General care of patients and safety of patients. Produce images of high standards.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/524 : **OPTOMETRIST: GRADE 1-2 (X1 POST)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
plus 12% of basic salary PSCBC Rural Allowance

CENTRE : Jane Furse Hospital

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus an appropriate qualification that allows registration with Health Professions Council of South Africa [HPCSA] as Optometrist. Current registration with Health Professions Council of South Africa as Optometrist. Experience for Grade 1: None after registration with HPCSA as Optometrist. Experience for Grade 2: Minimum ten [10] years after registration with HPCSA as Optometrist. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities Knowledge and Skills: Expert knowledge in the functional field of Optometry. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. An understanding of public service financial procedures. Report writing skills. Good communication, interpersonal relations and planning skills. A questioning attitude. An independent thinker and worker. Ability to work under pressure.

DUTIES : Recommend and monitor budget level. Upgrading and maintenance of equipment. Give expert advice of a specialist nature in the interpretation before action can be taken which includes the collection and analysis of patient data. Solve complex professional and management problems and policy issues whereby a variety of information is analysed by evaluating a wide range of alternatives to the best suitable solutions /outcomes. Make recommendations with regard to policies/strategies for Optometry. Liaise with stakeholders on Optometry services, including NGOs and universities. Support and coordinate optometry services and professional development. Ensure the provision of optical and non-optical services to the institution.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/525 : **OCCUPATIONAL THERAPIST: GRADE 1 –2 (X3 POSTS)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
plus 12% of basic salary PSCBC Rural Allowance.

CENTRE : WF Knobel Hospital (X1 Post)
Botlokwa Hospital (X1 Post)
Tshilidzini Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12 /Matric plus an appropriate qualification that allows registration with the Health Professions Council of South Africa [HPCSA] as Occupational Therapist. Current registration with the Health Professions Council of South Africa [HPCSA] as Occupational Therapist. Experience for **Grade 1:** None after registration with the Health Professions Council [HPCSA] as an Occupational Therapist. Experience for **Grade 2:** Minimum of ten [10] years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Occupational Therapist. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And Skills: Candidate should have a sound knowledge of general Occupational Therapy principles. Candidates should have a sound knowledge and

application of clinical theory, practice and ethics relating to the delivery of Occupational Therapy services. Adhere to provincial, hospital and departmental policies, procedures and regulations. Knowledge of public service legislation, PFMA, policies and procedure. Candidate must have good verbal and written communication skills. Ability to work independently and in a multidisciplinary context. Demonstrate effective interpersonal skills, strategic planning, organizational skills, leadership qualities and supervisory skills. Ability to work under pressure.

DUTIES : Render Occupational Therapy services that comply with standards and Norms in the hospital and community setting. Candidate will be expected to render Occupational Therapy service in adherence to the scope of practice and health protocols. Render effective patient centered Occupational Therapy services in the hospital, community and outreach services to schools, ECD centres, special schools and old age homes. Compilation of daily and monthly statistics and reports using available departmental tools. Participate in Continuous professional development. Carry out delegated duties by supervisor or manager. Participate in student training and supervision. Participate in Quality Assurance Audits. Exercise care with all consumables and equipment. Manage allocated Resources. Participate in promoting and marketing Occupational Therapy.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/526 : **PHYSIOTHERAPIST: GRADE 1-2 (X3 POSTS)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
plus 12% of basic salary PSCBC Rural Allowance

CENTRE : Lebowakgomo Hospital (X1 Post)
Seshego Hospital (X1 Post)
St. Ritas Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus an appropriate qualification that allows a registration with the HPCSA as Physiotherapist. Current registration with the Health Professions Council of South Africa [HPCSA] as Physiotherapist. Experience for **Grade 1:** None after registration with the Health Professions Council [HPCSA] as Physiotherapist. Experience for **Grade 2**: Minimum of ten [10] years appropriate/recognisable experience after registration with the Health Professions Council [HPCSA] as Physiotherapist. Inherent requirement of the job: Manage and coordinate physiotherapy services in critical care units and wards. Willingness to work night shifts, weekends and public holidays. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Knowledge And Skills: Thorough knowledge of physiotherapy. Ability to work independently. Ability to work under pressure and in an intensive care environment. Ability to work in an infectious area and practice infection control to protect patients, other health workers and oneself from infection. An understanding of public service procedures. Report writing skills. Good interpersonal relations.

DUTIES : Responsible for professional services to patients. General care of patients and safety of patients.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/527 : **PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT (X7 POSTS)**

SALARY : R338 106 per annum

CENTRE : Witpoort Hospital (X1 Post)
Siloam Hospital (X2 Posts)
Seshego Hospital (X1 Post)
Nkhensani Hospital (X1 Post)
Mokopane Hospital (X1 Post)
Helene Franz Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12 / Matric plus an undergraduate qualification in Human Resource Management, Public Administration/ Management or equivalent qualifications at NQF level 6 as recognized by the South African Qualifications Authority [SAQA] plus competencies in Human Resource Management. A minimum of three [3] years' experience in the Human Resource Management environment. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. PERSAL certificate/training will be an added advantage. A valid driver's license except for people with disabilities Knowledge and Skills: Knowledge of Public Service Act, 1994, Public Service Regulations, 2016 and Departmental Human Resource Policies. A thorough knowledge of PERSAL will be an added advantage. Good interpersonal skills. Good writing and verbal communication skills.

DUTIES : Process applications for employment, appointment, termination of services, resettlement, transfer, performance management, Medical Aid, Housing subsidies as well as injury on duty. Processing of leave gratuities and pension benefits. Supervise and train subordinates. Monitor driver's license validity. Licensing of government vehicles.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/528 : **GRAPHIC DESIGNER: COMMUNICATION SERVICES (X1 POST)**

SALARY : R338 106 per annum (Level 07)

CENTRE : Provincial Office (Polokwane)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 qualification in graphic design, Visual Communication, or equivalent at NQF Level 6 as recognized by the South African Qualification Authority.2 years relevant experience in graphic design. Proficiency in Adobe Creative Suite or equivalent professional design work demonstrating relevant experience will be required at interview. Computer literacy in Ms Outlook ,Work ,Excel and PowerPoint ;and virtual meeting platforms..A valid driver's license except for people with disabilities Knowledge And Skills: Principles and practices of graphic design, visual communication and brand management: Professional design software including Adobe Creative Suite (InDesign, Illustrator, Photoshop) and equivalent platforms. Print production processes including pre-press, print finishing and large format production. Digital content production for web, social media and email communication platforms. GCIS Visual Identity Standards and government communication guidelines. Accessibility standards in visual communication design. Basic project management and production scheduling principles. Supply chain management processes applicable to the procurement of print and design services. Relevant public service legislation including the Public Service Act, 1994, Public Service Regulations, 2016 and the Promotion of Access to Information Act. Advanced proficiency in professional graphic design software. Layout design and typesetting. Visual identity management and brand compliance. Print and digital production management. Project planning and deadline management. Attention to detail and quality assurance. Written and verbal communication. Stakeholder liaison and interpersonal skills. Problem solving and creative thinking. Information and records management Personal Attributes: Professional and ethical conduct. Accuracy and attention to detail. Creative and innovative thinking. Ability to work independently and as part of a team. Flexibility and adaptability under pressure. Cooperative and collegial working style. Commitment to continuous learning and development

DUTIES : Design all publication and communication materials: Conduct media research and stay updated with design and software trends. Advise management on effective ways of designing communication products. Render an administrative support service

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/529 : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 in Office Administration/Management Assistant/Secretarial or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. One [1] - two [2] experience in Office management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Willingness to work extra hours on short notice. A valid driver's license except for people with disabilities. Knowledge And Skills: Sound and in-depth knowledge of relevant prescript and procedures as well as understanding of the legislative framework governing the Public Service Operational Supervision and Work Allocation. Technical Functional Competence. Compliance and Governance. Planning and Organising. Verification and Quality Assurance. Financial and Numerical Accuracy. People Management and Discipline. Communication and Interpersonal Skills. Problem Solving. Information and Records Management Personal Attributes: Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Objectiveness. Integrity. Service orientated. Self-supervision. Highly developed sense of honesty. Protect the confidentiality of documents.
DUTIES : Provides a secretarial support service. Perform administrative duties and render support to the branch. Provides support to manager regarding meetings. Supports the manager with the administration of the manager's budget. Remains up to date with regard to prescripts/ policies and procedures applicable to her/ his work terrain to ensure efficient and effective support to the manager.
ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/530 : **ADMINISTRATION OFFICER: OFFICE OF CHIEF DIRECTOR: STRATEGY AND SYSTEMS (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Provincial Office [Polokwane]
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus NQF level 6 qualification in Secretarial /Office Management/Management Assistant or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. Two [2] years' experience in office management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Willingness to work extra hours on short notice. A valid driver's license except for people with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, procedures as well as understanding of the legislative framework governing the Public Service. Operational Supervision and Work Allocation. Technical Functional Competence. Compliance and Governance. Planning and Organising. Verification and Quality Assurance. Financial and Numerical Accuracy. People Management and Discipline. Communication and Interpersonal Skills. Problem Solving. Information and Records Management Personal Attributes: Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Objectiveness. Integrity. Service orientated. Self-supervision. Highly developed sense of honesty Protect the confidentiality of documents.
DUTIES : Render an administrative support service. Establish and maintain an effective submission and correspondence control system. Coordinate, oversee and administer human resources administrative activities. Coordinate and administer supply chain and related activities for the branch.
ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms

Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/531 : **STATE ACCOUNTANT (EXPENDITURE AND ACCOUNTS) (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE Witpoort Hospital
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus NQF level 6 qualification at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. A minimum of two [2] years' experience in salary and expenditure management / various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities Knowledge and Skills: An understanding of public sector financial administration and the prescription / provision of PFMA and Treasury Regulations. Good Understanding of BAS, Finest and other financial systems. Well-developed communication skills / interpersonal relations. Thorough understanding of public sector revenue collection processes.
DUTIES : Ensure compliance with payment of suppliers within 30 days. Perform monthly reconciliation of invoice registers. Manage creditors related accruals and payables. Manage salary related accruals and payables. Ensure that all claims are processed within prescribed timelines. Responsible for Salary Administration services. Prepare documents for audit readiness purposes. Perform monthly creditors reconciliation. Enforce compliance to the acts, regulations, procedures and other directives. Attend to Internal and external auditors. Compile relevant reports.
ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/532 : **CHIEF REGISTRY CLERK (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Siloam Hospital
REQUIREMENTS : Qualification and Experience: A National Senior Certificate/Grade 12 / Matric plus an undergraduate qualification at NQF level 6 in Archives/ Records Management/ library and information science qualification as recognized by the South African Qualifications Authority [SAQA]. A minimum of three [3] years' relevant experience in a Registry and/ Records management environment. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities Knowledge and Skills: Knowledge, understanding and application of registry duties, including procedures and directives for the effective and safe management, storage and archiving of administrative and patient records. Knowledge, understanding and application of various filing and cataloguing systems. Knowledge, understanding and application of relevant legislations applicable to records management. Planning and organizing skills. Postal system.
DUTIES : Management of records (filing, retrieval, storage, safe keeping and access). Registry services, including filing, postage of mail, management of incoming and outgoing internal and external correspondence. Maintain control registers. Ensure proper control to access to records storage rooms. Ensure confidentiality of information. Implement effective and efficient disposal program for Records Management. Preparation of records required for audit purposes. Ensure records storage rooms are well maintained in line with required standards. Supervision of subordinates.
ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/533 : **PROFESSIONAL NURSE [WITH MIDWIFERY] [PN -A2]: GRADE 1 – 2 (SHIFTS) (X42 POSTS)**

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum

plus 8 % of basic salary PSCBC Rural Allowance

CENTRE : Mankweng Hospital (X4 Posts)
Tshilidzini Hospital (X3 Posts)
Thabamoopo Hospital (X4 Posts)
Philadelphia Hospital (X1 Post)
Witpoort Hospital (X1 Post)
Malamulele Hospital (X1 Post)
Maphutha Malatji Hospital (X1 Post)
Siloam Hospital (X2 Posts)
Sekororo Hospital (X1 Post)
Mecklenburg Hospital (X1 Post)
Seshego Hospital (X1 Post)
George Masebe Hospital (X1 Post)
Jane Furse Hospital (X1 Post)
Donald Frazer Hospital (X1 Post)
Helen Franz Hospital (X2 Posts)
St Ritas Hospital (X1 Post)
Mokopane Hospital (X1 Post)
WF Knobel Hospital (X1 Post)
Elim Hospital (X3 Posts)
Hayani Hospital (X2 Posts)
Nkhensani Hospital (X1 Post)
Lebowakgomo Hospital (X2 Posts)
Thabazimbi Hospital (X1 Post)
Musina Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate /Grade 12/Matric plus Basic R425 Qualification (Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. **Grade 1:** none appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** a minimum of ten [10] years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC as General Nurse. South African Citizen or permanent resident. Willingness to do after hours work and be on call including shift work. Knowledge And Skills: Knowledge of nursing care processes, procedures and legal frameworks. Good clinical skills. Ability to work under pressure and apply stringent infection control principles. Good communication skills. Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results oriented. Calm under pressure and adaptable to change. Team player. Committed to continuous learning and Batho Pele principles.

DUTIES : Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with all members of the team. Utilize human, material and physical resources efficiently and effectively

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/534 : **PHARMACIST ASSISTANT (POST BASIC): GRADE 1 -3 (SHIFTS) (X46 POSTS)**

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : **Mopani District: (X8 Posts)**
Letaba Hospital (X1 Post)
Kgapane Hospital (X1 Post)
Mokgwathi Clinic (X1 Post)
Phalaborwa Bus Stop (X1 Post)
Carlota Clinic (X1 Post)
Mogapeng Clinic (X1 Post)
Moime Clinic (X1 Post)
Nkowankowa Health Centre (X1 Post)
Vhembe District: (X11 Posts)

Mpheni Clinic (X1 Post)
Nkhensani Clinic (X1 Post)
Masisi Clinic (X1 Post)
Folovhodwe Clinic (X1 Post)
Mavambe Clinic (X1 Post)
Duvhuledza Clinic (X1 Post)
Guyuni Clinic (X1 Post)
Makuya Clinic (X1 Post)
Manandze Clinic (X1 Post)
Matavhhela Clinic (X1 Post)
Elim (X1 Post)
Waterberg District: (X7 Posts)
Mokopane Hospital (X1 Post)
Rebone Clinic (X1 Post)
Mankuwe Clinic (X1 Post)
Ellisras Municipal Clinic TLC (X1 Post)
Alma Clinic (X1 Post)
Chalema Clinic (X1 Post)
Jakkalskuil Clinic (X1 Post)
Sekhukhune District: (X7 Posts)
Motlolo Clinic (X1 Post)
Rietfontein Clinic (X1 Post)
Burgesfort CHC (X1 Post)
Dilokong Clinic (X1 Post)
Eerstegeluk Clinic (X1 Post)
HC Boshoff Gateway Clinic (X1 Post)
Makofane Clinic (X1 Post)
Capricorn District: (X13 Posts)
Unit B Clinic (X1 Post)
Unit R Clinic (X1 Post)
Mankweng Clinic (X1 Post)
Sebayeng Clinic (X1 Post)
Ambergate Clinic (X1 Post)
Mohodi Clinic (X1 Post)
Dr Machupe Mphahlele Health Centre (X1 Post)
Seshego Hospital (X1 Post)
Eisleben Clinic (X1 Post)
Makopong Clinic (X1 Post)
Ramokgopa Clinic (X1 Post)
Seobi-Dikgale Clinic (X1 Post)
Dendron Clinic (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus an appropriate qualification that allows registration with South African Pharmacy Council as Pharmacist Assistant [Post Basic]. Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant Post Basic. Ability to travel to all facilities within the cluster. Willingness to do after-hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Pharmacy Act and Regulations, Medicines and Related Substances Control Act. Good Communication Skills. Support to public health initiatives. Safe preparation and dispensing support. Stock control and supply support. Operational and workflow support. Professional and ethical conduct. Continuous learning and workplace training Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Calm under pressure and adaptable to change. Team player. Committed to continuous learning and Batho Pele principles.

DUTIES : Order items as authorized by the Nursing Manager. Confirm and follow up all orders with DEPOT. Provide weekly reports on stock availability. Receive stock from depot/hospitals. Receive stock from depot/hospitals, by checking physical stock vs invoices, Capture stock on the stock cards, Address all queries with the depot e.g. price queries. Issuing stock to cubicles and patients. Receive and issue stock using picking lists. Check if stock is picked correctly. Complete and maintain documentation. Record and report excessive stock and deviations to the Depot. Assist in maintaining a pharmaceutical stock control system that complies with good pharmacy practice and legal requirement. Manage stock to avoid expired stock, Maintain relevant documentation e.g.

credit notes, Ensure product safety, Perform stocktaking twice a year, Facilitate returned goods. Coordinate pay-point helpdesk services. Monitor service level agreement with third party contractors. Identify new pay points. Re-organize and realign in terms of laid down norms and standards. Ensure the establishment of pay point committees. Participate in the control and distribution of stock to facilities with particular reference to the dispatching of such products to facilities within the legal requirements and according to good distribution practices. Management of cold chain. Pack stock after picking. Dispatch stock to cubicles. Process documents for stock returned from cubicles.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/535 : **ARTISAN GRADE A – C (SHIFTS) (X9 POSTS)**

SALARY : Grade A: R253 341 per annum
Grade B: R297 249 per annum
Grade C: R345 342 per annum

CENTRE : Philadelphia Hospital – Plumber (X1 Post)
Kgapane Hospital - Plumber (X1 Post)
Jane Furse Hospital - Electrician (X1 Post)
Hayani Hospital - Plumber (X1 Post)
Pietersburg Hospital -Plumber (X1 Post)
Provincial Office - Mechanical (X1 Post)
Nkhensani Hospital (X1 Post)
Dilokong Hospital = Plumber (X1 Post)
Thabamoopo Hospital – Plumber (X1 Post)

REQUIREMENTS : Qualifications and Experience: Appropriate Trade Test Certificate. Grade A: 0 - 16 years appropriate experience in the area after obtaining the relevant trade experience. Grade B: 18 – 32 years appropriate experience in the area after obtaining the relevant trade experience. Grade C: 33 years and above appropriate experience in the area after obtaining the relevant trade experience. Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises. Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Technical analysis knowledge, technical report writing skills. Computer–aided technical applications, good communication and computer literacy skills. (Word, Excel, Outlook). Knowledge of legal compliance, Production, process knowledge and skill, Able to read and interpret manufacturing and architectural drawings. Knowledge and experience regarding compliance to the Occupational Health and Safety Act workplace is essential. Budgeting and Financial Management. Good Communication, problem solving and analysis, decision making, planning and organizing skills. Mentoring and coaching. Teamwork and analytical skills. Self-management. Customer focus and responsiveness.

DUTIES : Maintain and repair technical faults related to electrical/ welding/ plumbing Test repair equipment and /or facilities against specifications. Service equipment and / or facilities. Keep and maintain job record / register of maintained and repaired faults. Manage and supervise Human Resources.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/536 : **ACCOUNTING CLERK-REVENUE MANAGEMENT (X2 POSTS)**

SALARY : R237 453 per annum

CENTRE : Dr CN Phatudi Hospital (X1 Post)
Thabamoopo Hospital (X1 Post)

REQUIREMENTS : Qualification and Experience: A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual

meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations. Basic understanding of BAS and PERSAL. Communication skills and good interpersonal relations. Ability to accept responsibility and to work independently.

DUTIES : Receive and record debts creation forms submitted, Capture revenue and debt transactions in the financial system. Creation of debts on BAS system and implement PERSAL deductions. Open and maintain debt files. Issue reminder letters and/or make telephonic follow-ups on outstanding debts. Compile files to be handed over to debt collectors and reconcile payments received, Clearing of Revenue and debt related suspense accounts through passing of relevant journals, Perform daily revenue and debt reconciliation. Safeguard state resources/books and registers. Handle and update all accounting records in line with applicable procedures. Filing, record keeping and any other records related activities. Perform cashier duties. Provide any other administrative functions as directed from time to time.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/537 : **PERSONNEL OFFICER (X3 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Giyani Nursing Campus (X1 Post)
Pietersburg Hospital (X1 Post)
Sekhukhune District Office (X1 Post)

REQUIREMENTS : Qualification and Experience: A National Senior Certificate/Grade 12/Matric plus NQF Level 6 as recognised in HRM/Public Management/ Public Admin or equivalent qualification as recognized by the South African Qualifications Authority (SAQA). Computer literacy, including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And Skills: Good verbal and writing communication skills. Good interpersonal skills.

DUTIES : Implement human resource administration practices. Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR etc.). Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Compile statistics.

ENQUIRES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/538 : **ADMINISTRATION CLERK: PATIENT (X8 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Nkhensani Hospital (X1 Post)
Witpoort Hospital (X1 Post)
George Masebe Hospital (X1 Post)
Groblersdal Hospital (X1 Post)
Grace Mugodeni Health Centre (X1 Post)
Louis Trichardt Hospital (X1 Post)
Seshego Hospital (X1 Post)
Pietersburg Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12 /Matric plus NQF level 6 in Financial Management / Accounting / Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. Inherent requirements of job: Must be prepared to work shifts (including night duty, weekends and public holidays). Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. Willingness to work extra hours on short notice. A valid driver's license except for people with disabilities. Knowledge And Skills: Administrative duties. Knowledge of record keeping and archive procedures/patient billing. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES	:	Capturing patients' information on PHIS/DHIS and maintain any other required health information in the relevant information system in accordance with the policies of the department. Ensure that ICD10 codes are captured for each diagnosis against each patient. Admission and discharge of patients. Maintain patient appointments and schedule them accordingly. Ensuring that all admitted patients are correctly and timeously discharged in the system as per discharge registers/patient file. Perform inter-wards and inter-hospitals patient transfers. Manage the movement of patient file in the area of responsibility. Billing of services rendered [procedures, pharmaceutical, laboratory tests, blood services etc.] to patients in the allocated area of responsibility in line with ICD-10 coding and UPFS. Process preparation of patient invoices. Ensuring that the number of patients admitted in the system reconciles with all hospital patient admission & discharge registers. [Reconcile patients 'statistics]. Follow-up and trace accounts outstanding according to policies and procedures. Ward Administration and provide ward statistics. Typing of Reports. Filing and record keeping and any other records related activities. Provide any other related administrative functions as required from time to time.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.
POST 38/539	:	**ACCOUNTING CLERK [SALARY ADMINISTRATION] (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE		Provincial Office (Polokwane)
REQUIREMENTS	:	Qualifications and Experience: A National Senior Certificate /Grade 12/Matric at NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting/Economics at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And Skills: Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations. Basic understanding of BAS and PERSAL. Communication skills and interpersonal relations. Ability to accept responsibility and to work independently.
DUTIES	:	Clear all salary related suspense accounts. Clear all PERSAL exceptions on daily basis. Receive and record all claims in the claims register. Reconcile and verify all claims received before payments. Capture BAS and PERSAL payments. Ensure that all claims are processed within prescribed timelines. Reconcile payroll on monthly basis. Prepare salary related accruals and payables. Ensure readiness of documents for audit purposes. Perform filing of all documents in the section.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.
POST 38/540	:	**PROVISIONING ADMIN CLERK: SUPPLY CHAIN MANAGEMENT (X5 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Mopani District Office (X1 Post) Matlala Hospital (X1 Post) Dilokong Hospital (X1 Post) Siloam Hospital (X1 Post) Ellisras Hospital (X1 Post)
REQUIREMENTS	:	Qualifications and Experience: A National Senior Certificate/Grade 12/Matric plus N6 qualification in Supply Chain Management/Logistics/Purchasing Management/Economics/Financial Management or equivalent qualification at NQF level 6 as recognised by the South African Qualifications Authority [SAQA]. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties and practices as well as the ability to capture data. Operate computer and collecting statistics. Basic knowledge and understanding of the legislative

frameworks governing the public service. Basic knowledge of working procedures in terms of the working environment.

DUTIES : Render supply chain management clerical and logistical support services. Register suppliers on LOGIS system. Request and receive quotations. Capture specifications on the electronic purchasing system. Place orders, Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contract conclusion process. Asset and Inventory Management (verification, stock count, barcoding, stock issue, spot checks, disposals)

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/541 : **STAFF NURSE: GRADE 1 – 2 (SHIFTS) (X2 POSTS)**

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum

CENTRE : Mankweng Hospital (X1 Post)
Letaba Hospital (X1 Post)

REQUIREMENTS : Qualifications and Competencies: A National Senior Certificate /Grade 12/ Matric plus qualification that allows registration with the SANC as Staff Nurse. Current Registration with the SANC as Enrolled Nurse. **Grade 1**: none after registration as a Staff Nurse with the SANC. **Grade 2:** a minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Willingness to do after hours work and be on call including shift work. Knowledge and Skills: Basic Knowledge of laws that govern the profession. Basic Nursing skills.

DUTIES : Implement nursing care within the scope of practice for Enrolled Nurses.

ENQUIRIES : General enquiries and the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/542 : **EMERGENCY CARE OFFICER: GRADE 3 (SHIFTS) (X5 POSTS)**

SALARY : R226 701 per annum

CENTRE : Donald Frazer EMS (X1 Post)
Giyani EMS (X1 Post)
WF Knobel EMS (X1 Post)
Tzaneen EMS (X1 Post)
Sekororo Hospital (X1 Post)

REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/Matric and Successfully completed an appropriate Intermediate Life Support Course (ILS) [Attach copy] that allows registration with the Health Professions. Council of South Africa [HPCSA] as an Ambulance Emergency Assistant (AEA). Current registration with the HPCSA as a Basic Ambulance Assistant or an Ambulance Emergency Assistant (AEA). Inherent requirements of the job: Willingness to do after-hours work and be on call including shift work. Valid driver's license (C1/ Code 10) with Professional Driving Permit for Passengers. Knowledge And Skills: Understanding Emergency Medical Services and its line of business. Good communication and presentation skills. Understanding of Planned Patient Transport service. Knowledge of clinical practice at ILS level.

DUTIES : Treat and transport primary patients to Health Facility from scene and in-between Health Facilities in accordance with relevant protocols. Conduct Planned Patient Transfers (PPT). Change and replenish surgical sundries and medicals gases and ensured items are disposed of timeously and are exchanged for fresh stock. Assist in maintaining a clean and tidy base and vehicles. Maintain best clinical practices in accordance with quality standards. Perform shift work in accordance with Emergency medical services policy. Participate in in-service training and refresher courses.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/543	:	**DENTAL ASSISTANT GRADE 1 (X5 POSTS)**
SALARY	:	R225 777 per annum
CENTRE	:	WF Knobel Hospital (X1 Post) Letaba Hospital (X1 Post) Sekororo Hospital (X1 Post) Lebowakgomo Hospital (X1 Post) Warmbaths Hospital (X1 Post)
REQUIREMENTS	:	Qualifications and Competencies: A National Senior Certificate/ Grade 12/Matric Certificate plus an appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Completion of an accredited Higher Certificate in Dental Assisting (NQF Level 5). Current registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Knowledge And Skills: Understanding tooth numbering systems, oral structures, and dental terminology for clear communication with the clinical teams. Knowledge of regulatory and safety standards [such as CDC and OSHA guidelines], proper personal protective equipment (PPE) use, and Cross – contamination prevention. Understanding patient medical histories, medications, billing codes, and insurance claims processing. Chairside assisting sterilization and instrument management. Diagnostic imaging. Patient data and Records maintenance, Computer literacy, Communication and Patient education, Empathy and Compassion, Organization, Time management, Attention to detail, Teamwork and Adaptability.
DUTIES	:	Render Assistance during procedures. Patient comfort care, Sterilise equipment. Render administrative tasks (Front office).
ENQUIRES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.
POST 38/544	:	**DRIVER /MESSENGER (X7 POSTS)**
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Helen Franz Hospital (X1 Post) Mokopane Hospital (X1 Post) St Ritas Hospital (X1 Post) Grace Mugodeni CHC (X1 Post) Dr Machupe Mphahlele (X1 Post) Sekororo Hospital (X1 Post) George Masebe Hospital (X1 Post)
IREQUIREMENTS	:	Qualifications and Competencies: A National Senior Certificate/Grade 12/Matric or equivalent qualification at NQF level 4 as recognised by the South African Qualifications Authority (SAQA). Seven (7) – Twelve [12] months driving experience. Advanced driving skills will be an added advantage. Driver's License (C1) and Professional Driver Permit (PDP). Shortlisted candidates will also be subjected to a driving test. Knowledge And Skills: Communication, Teamwork, Job Focused learning, Basic literacy and Integrity. Knowledge of Batho Pele Principles. Excellent knowledge of routes and respect for of South African driving law. Personal Attributes: Integrity and professionalism. Attention to detail and accuracy. Accountability and reliability. Proactive and results oriented. Calm under pressure and adaptable to change. Team player. Committed to continuous learning and Batho Pele principles.
DUTIES	:	Provide safe and punctual driving services to the department. Regular checking and follow up of the driver plans. Collect, deliver, pack and secure goods and services for the department. Transport officials and patients to different destinations. Deliver correspondence to government authorities / organisations and assist in processing various vehicle permits. Vehicle maintenance: daily check of oil, water, brake fluid, cleaning of vehicle, battery and tyres properly and keep the official vehicles in clean condition, both inside and outside. Ensure that the vehicle has an adequate fuel level at all times. Ensure vehicles are serviced on time and schedule vehicle servicing time with Logistics Officer. Ensure sound running of the vehicles assigned, report and arrange minor repairs where necessary. Keep track of timely car license renewals.
ENQUIRIES	:	General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms

Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/545 : **TELECOM OPERATOR (SHIFTS) (X2 POSTS)**

SALARY : R201 093 per annum (Level 04)
CENTRE : George Masebe Hospital (X1 Post)
Siloam Hospital (X1 Post)
REQUIREMENTS : A National Senior Certificate/Grade 12/Matric or NQF level 4 as recognised by the South African Qualifications Authority [SAQA]. Call Centre qualification will be an added advantage. Willingness to do after-hours work and be on call including shift work. Computer literacy including MS Outlook, Word, Excel and PowerPoint, Literacy in virtual meeting platforms. Knowledge And Skills: Knowledge or understanding Batho Pele Principles. Telephone etiquette. Good communication, presentation, interpersonal relations and report writing skills. Computer Literacy.
DUTIES : Receive and direct telephone calls. Make calls and keep records. Note down and transmit messages. Report faulty lines for repairs.
ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/546 : **NURSING ASSISTANT: GRADE 1 - 3 (SHIFTS) (X3 POSTS)**

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
CENTRE : Mokopane Hospital (X1 Post)
Evuxakeni Hospital (X1 Post)
Philadelphia Hospital (X1 Post)
REQUIREMENTS : Qualifications and Experience: A National Senior Certificate/Grade 12/ Matric plus qualification that allows registration with the SANC as Nursing Assistant. Current Registration with the SANC as Nursing Assistant. **Grade 1:** none after registration as a Nursing Assistant with the SANC. **Grade 2:** a minimum of 10 years appropriate / recognizable experience in Nursing Assistant after registration with the SANC. **Grade 3:** a minimum of 20 years appropriate experience after registration as Nursing Assistant appropriate / recognizable experience in nursing after registration as with the SANC. Willingness to do after-hours work and be on call including shift work. Knowledge And Skills: Basic Knowledge of laws that govern the profession. Basic nursing skills. Communication and interpersonal skills. Professionalism and ethical practice. Teamwork and collaboration. Observation and reporting. Health education support. Continuous learning.
DUTIES : Implement nursing care within the scope of practice for Nursing Assistant. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
ENQUIRES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/547 : **WARD ATTENDANT (X13 POSTS)**

SALARY : R170 226 per annum
CENTRE : Hayani Hospital (X1 Post)
Thabazimbi Hospital (X1 Post)
Jane Furse Hospital (X1 Post)
Lebowakgomo Hospital (X2 Posts)
ElimHospital (X1 Post)
Malamulele Hospital (X1 Post)
Mankweng Hospital (X1 Post)
Maphutha Malatji Hospital (X1 Post)
Nkhensani Hospital (X2 Posts)
Musina Hospital (X1 Post)
WF Knobel Hospital (X1 Post)

REQUIREMENTS : Qualifications and Competencies: A National Senior Certificate/Grade 12/Matric or ABET/AET at NQF level 4 as recognised by the South African Qualifications Authority [SAQA]. Exposure in hospital environment and patient care will be an added advantage. Ability to lift persons of varying weights, ability to move and lift heavy equipment and supplies. Ability to work with heavy duty laundry/cleaning equipment. Willing to work with human excreta, fluids including blood. Willing to work with and ability to lift corpses of varying weights. Ability to operate machinery. Ability to be on your feet for a period of up to 12 hours per day. Must be able to work shifts (including night duty, weekends and public holidays). Willingness to work extra hours on short notice. Knowledge And Skills: Knowledge of Batho Pele Principles, Occupational Health and Safety Act, 1993. Waste Management. Use of cleaning equipment. Good Communication and customer care skills. Teamwork. Job focused learning. Basic literacy. Integrity.

DUTIES : Render cleaning services. Ensure safekeeping of cleaning equipment. Supervise subordinates. Perform household activities within the ward. Render sluice functions [human excreta fluids including blood]. Maintain infection, prevention and control.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/548 : **HANDYMAN (X2 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Siloam Hospital [X1 Post]
Mopani District Office [X1 Post]

REQUIREMENTS : Qualifications and Competencies: A National Senior Certificate /Grade 12/Matric ABET / AET at NQF level 4 qualification as recognised by the South African Qualifications Authority [SAQA]. Appropriate verifiable competencies in carpentry and joinery, repairs and installations. Inherent requirements of the job: Ability to use industrial woodwork machinery and electrical power tools etc. Willingness to perform shifts hours, weekend, public holidays and standby duties. Must be physically able to perform duties required. Knowledge And Skills: Conversant with the requirements of the General Machinery Regulations and the Occupational Health and Safety Acts.

DUTIES : Undertake the maintenance of buildings. Carry out minor repairs and maintenance to hospital building. Assist with repairs and emergency breakdowns (including after-hours repairs). Maintain and repair equipment, repair of plant equipment, furniture, fixtures and mechanical fittings.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM at 015 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/549 : **FOOD SERVICE AID (X4 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : Letaba Hospital (X1 Post)
Pietersburg Hospital (X1 Post)
St Ritas Hospital (X1 Post)
Maphutha Malatji Hospital (X1 Post)

REQUIREMENTS : Qualification and Competencies: A National Senior Certificate/Grade 12/Matric plus Certificate/National Vocational certificate in Hospitality Management from TVET or equivalent. Appropriate competencies in a Food service unit. Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Knowledge And Skills: Ability to prepare meals according to standardised recipes and menus, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Handle conflict management. Knowledge of supplies, equipment, and/or services ordering and inventory control. Ability to follow routine verbal and written instructions. Ability to read and write. Ability to understand and follow safety procedures. Ability to safely use cleaning equipment and supplies. Ability to lead and train students. Ability to lift and manipulate heavy objects.

Knowledge of food service lines set-up and temperature requirements. Skill in cooking and preparing a variety of foods.

DUTIES : Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees. Clean and purify the kitchen, canteen and equipment. Deliver and Collect food warmers & trolleys from the wards according to the number of patients. Promote and maintain safety in the kitchen. Comply with Hazard Analysis Critical Control Point [HACCP] on food handling and preparations to ensure food safety. Ensure that daily activities are in-line with the Hazard Analysis Critical Control Point [HACCP]. Pre-preparation and cooking of food for normal diet as per standardized recipes. Pre-preparation and cooking of food for therapeutic diet as per standardized recipes. Portion and serve (plating or bulk serving) and pack meal delivery carts according to the wards diet lists. Push meal delivery carts to wards to deliver food as per ward list. Collect meal delivery carts from the wards after serving each meal. Place servings in blender to make foods for soft or liquid diets. Assist in packing food into storerooms. Packaging and labelling of therapeutic diets as per ward diet list. Place items such as eating utensils and condiments on trays. Apportion and place food servings on plates and trays according to the diet list. Examine filled tray for completeness and places on cart, dumbwaiter, or conveyor belt. Wash dishes and cleans work area, tables, cabinets, and ovens. Collects and place garbage and trash in designated containers. Emptying of waste bins at all times. Clean, wash and maintain work areas including floors, facilities, pots, pans, service ware, utensils and equipment as appropriate to the area of operation. Performs miscellaneous job-related duties as assigned. Handling of Dishwasher and cleaning of equipment and utensils before and after use. Supply clean cutlery and crockery during mealtimes. Report any faults, breakages and illness in the Food Service Unit (FSU). Cleaning of the FSU and food trolleys according to the cleaning schedule and after every meal preparation and serving.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

POST 38/550 : **GENERAL WORKER/LABOURER (X24 POSTS)**

SALARY : R144 024.per annum (Level 02)

CENTRE : Sekhukhune District Office (X1 Post)
Mopani District Office (X1 Post)
Vhembe District Office (X1 Post)
Capricorn District (X1 Post)
Groblersdal Hospital (X1 Post)
Bungeni Health Centre (X1 Post)
Dilokong Hospital (X1 Post)
Seloane Clinic (X1 Post)
Mahwelereng Clinic (X1 Post)
Lebowakgomo Hospital (X2 Post)
Mokopane Hospital (X3 Posts)
Mashashane EMS (X1 Post)
Siloam Hospital (X1 Post)
Klipspruit Clinic (X1 Post)
Philadelphia Hospital (X1 Post)
Danville Clinic (X1 Post)
Donald Frazer Hospital (X1 Post)
Jane Furse Hospital (X1 Post)
Letaba Hospital (X1 Post)
Hayani Hospital (X1 Post)
Elim Hospital (X1 Post)

REQUIREMENTS : Qualification and Competencies: A National Senior Certificate/Grade 12/Matric or ABET/AET at NQF level 4 as recognised by the South African Qualifications Authority [SAQA]. Exposure to the hospital environment and patient care will be an added advantage. Ability to lift and move heavy equipment and supplies. Ability to work with heavy duty Laundry/cleaning equipment. Willing to work with human excreta, fluids including blood. Willingness to work with and ability to lift corpses of varying weights. Ability to operate machinery (lawnmowers and weed eaters). Ability to be on your feet for a period of up to 12 hours per

day. Must be able to work shifts (including night duty, weekends, and public holidays). Willingness to work extra hours at short notice. Knowledge And Skills: Knowledge of Batho Pele Principles, and occupational Health and Safety Act, 1993 [OHS]. Good communication and customer care skills. Waste Management.

DUTIES : Perform any of the following duties and/or any other general duties as allocated and directed from time to time per operational needs of the facility: General: Load and offload. Assist Artisans and Tradesmen Aids. Keep tools safe and clean. Maintain the grounds of the facility. Porter: Transport patients using stretcher or wheelchair to / from wards or departments or any other area of the health facility. Carry patients. Take corpses to the mortuary. Clean / wash stretchers and wheelchairs. Minor maintenance of stretchers and wheelchairs. Laundry Aid: Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services. Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinics according to internal protocol and infection control measures. Cleaning of laundry and laundry equipment on daily basis. Follow and adhere to Health and Safety Regulations. Cleaner: Perform cleaning services in offices, passages, ablution facilities etc. Emptying dustbins & picking up waste. Perform any other cleaning duties. Keep and maintain cleaning equipment and materials safe.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms Hlokoa RE Tel No: (015) 293 6406, Ms Mompei MM Tel No: (015) 293 6126 / Ms Sebake RL Tel No: (015) 293 6426, Ms Sebola MF Tel No: (015) 293 6002 and Ms Mothiba JT Tel No: (015) 293 6329 during office hours.

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 06 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the

Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/551 : **ADMINISTRATION CLERK REF NO: L01/POCC (X4 POSTS)**
Operational Command Centre

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office (Polokwane)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Plan and monitor Major Events in the Province. Coordinate National and Provincial Joint Operations. Render administrative support functions to the section. Deal with general component administrative duties and record keeping. Administer logistical matters in the component. Monitor human and physical resources of the section.
ENQUIRIES : Enquiries can be directed to Lt Col Kobe Tel No: (015) 290 6026, PPO Manoko Tel No: (015) 290 6131, PO Mphela Tel No: (015) 290 6024 and PO Kola Tel No: (015) 290 6015
APPLICATIONS : Direct your application to the following addresses: Hand delivery address: No. 44 Schoeman Street, Polokwane, Landbank Building, 3rd Floor Office No.316. Email: ManokoTJ@saps.gov.za

POST 38/552 : **CLEANER (X2 POSTS)**
Technology Management Services

SALARY : R144 024 per annum (Level 02)
CENTRE : Provincial TMS (Polokwane) Ref No: L02/TMS
Thohoyandou TMS Ref No: L03/TMS
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor;

		Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
ENQUIRIES	:	Enquiries can be directed to Lt Col Kobe Tel No: (015) 290 6026, PPO Manoko Tel No: (015) 290 6131, PO Mphela Tel No: (015) 290 6024 and PO Kola Tel No: (015) 290 6015
APPLICATIONS	:	Direct your application to the following addresses: Hand delivery address: No. 44 Schoeman Street, Polokwane, Landbank Building, 3rd Floor Office No.316. Email: ManokoTJ@saps.gov.za

ANNEXURE X

PROVINCIAL ADMINISTRATION: MPUMALANGA
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications may be hand-delivered, as follows: 4 Ehmke Street, Nelspruit. Application must be deposited into the boxes available at the front of the offices. Applications forwarded by post to be addressed to Recruitment Section, (Attention: Captain Hlubi / SAC Lukhele) South African Police Service, Private Bag X94, Nelspruit, 1200 or e-mailed to HlubiJ@saps.gov.za

CLOSING DATE : 2026-11-06 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful

OTHER POSTS

POST 38/553	:	**ADMINISTRATION REF NO: MP 01/10/2026 (X4 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Nelspruit POCC
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	To provide administrative and clerical operational support service to personnel in respect of POCC. Administer correspondences and accurate record keeping of files. Administer logistical matters. Manage and control human and physical resources of the unit. Implement and maintain the performance management process and job descriptions at the unit; The activation of integrated operational strategies to reduce opportunities for identified priority crimes, improve response to identified priority crimes and minimizing thereof. Administer the monitoring and reporting of all operational communication. Administer the recording of all information and update combat boards and systems.
POST 38/554	:	**ADMINISTRATION CLERK (MP TECH 03/10/2026) (X1 POST)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Secunda
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	To provide administrative and clerical support service to personnel in respect of personnel administration of the unit. Administer correspondences and accurate record keeping of files. Manage and control human and physical resources of the unit. Implement and maintain the performance management process and job descriptions at the unit. Administer procurement and logistical support within the Sub-section Supply Chain Management. Administer the payment process. Issuing of order forms. Capturing of order forms.
ENQUIRIES	:	Capt JMM Hlubi / SAC ME Lukhele Tel No: (013) 762 4813 / 013 762 4808/ Tel No: (013) 762 4810

ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity, affirmative action employer. The Department is committed to promoting representivity in terms of race, gender and disability through the filling of these posts. Preference will be given to candidates whose appointment, transfer or promotion will advance the achievement of representivity in accordance with the Department's Employment Equity Plan Targets. White Females, Indians and Persons with disabilities are encouraged to apply.

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application only via https://form.jotform.com/ncdsdev/ncdsd--online-vacancy-application

CLOSING DATE : 12 November 2026. It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the closing date. The Department accepts no responsibility for server delays, connectivity problems or other technical difficulties resulting in late submission. Late applications will not be considered.

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 076 424 7850. To apply, submit a completed Z83 form and detailed Curriculum Vitae (in PDF format) via the link supplied. The new Z83 form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. In addition, Social Service Professionals will be required to submit proof or registration with the South African Council for Social Service Professions (SACSSP) and certificate of service for recognition of previous experience before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidates only. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Furthermore, if you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All interviews will be conducted at the Provincial Office stationed in Kimberley.

OTHER POSTS

POST 38/555 : **INSTITUTIONAL MANAGER: MOLEHE MAMPE SECURE CARE CENTRE REF NO: IM/MMSCC/FB/01/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Molehe Mampe Secure Care Centre: Kimberley

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Service Professions as a Social Worker. A Minimum of 10 years appropriate/recognisable experience in Social Work after registration as Social Worker with SACSSP including five years supervisory/middle management experience. Valid motor vehicle driver's licence. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal

skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Manage and oversee the overall operations of the Secure Care Centre in accordance with the Child Justice Act, 2008 (Act No. 75 of 2008), the Children's Act, 2005 (Act No. 38 of 2005), and applicable policies and minimum norms and standards. Manage the implementation of child justice, residential care, rehabilitation and developmental programmes for children in conflict with the law. Ensure compliance with statutory requirements relating to the admission, placement, care, detention, transfer and release of children. Oversee the provision of social work, psychosocial support, educational, therapeutic and reintegration services. Ensure the safety, security, protection and well-being of children and staff. Manage human, financial and physical resources, including staff supervision, performance management and capacity development. Coordinate intersectoral collaboration with relevant government departments and stakeholders to promote the effective administration of child justice, family reunification and social reintegration. Monitor service delivery, maintain accurate records, compile statutory and management reports, and ensure compliance with governance, risk management, occupational health and safety and quality assurance requirements.

ENQUIRIES : Ms. Keitumetsi D. Makweya Tel No: (053) 807 5900

POST 38/556 : **INSTITUTIONAL MANAGER: MARCUS MBETHA SECURE CARE CENTRE REF NO: SWM/MMSCC/ZFM/02/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593.per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Marcus Mbetha Secure Care Centre: Upington

REQUIREMENTS : An appropriate Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A Minimum of 10 years appropriate/recognisable experience in Social Work after registration as Social Worker with SACSSP including five years supervisory/middle management experience. Valid motor vehicle driver's licence. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Manage and oversee the overall operations of the Secure Care Centre in accordance with the Child Justice Act, 2008 (Act No. 75 of 2008), the Children's Act, 2005 (Act No. 38 of 2005), and applicable policies and minimum norms and standards. Manage the implementation of child justice, residential care, rehabilitation and developmental programmes for children in conflict with the law. Ensure compliance with statutory requirements relating to the admission, placement, care, detention, transfer and release of children. Oversee the provision of social work, psychosocial support, educational, therapeutic and reintegration services. Ensure the safety, security, protection and well-being of children and staff. Manage human, financial and physical resources, including staff supervision, performance management and capacity development. Coordinate intersectoral collaboration with relevant government departments and stakeholders to promote the effective administration of child justice, family reunification and social reintegration. Monitor service delivery, maintain accurate records, compile statutory and management reports, and ensure compliance with governance, risk management, occupational health and safety and quality assurance requirements.

ENQUIRIES : Mr. Godfrey F Mjezu at 064 880 3202

POST 38/557 : **SOCIAL WORK MANAGER: ZWELINTLANGA FATMAN MGCAWU DISTRICT REF NO: SWM/ZFM/03/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : District Office: Upington

REQUIREMENTS : An appropriate Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A Minimum of

10 years appropriate/recognisable experience in Social Work after registration as Social Worker with SACSSP including five years supervisory/middle management experience. Valid motor vehicle driver's licence. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Manage and provide leadership for the delivery of advanced and specialised social work services within defined areas of responsibility, relating to the care, support, protection, development and empowerment of vulnerable individuals, families, groups and communities through relevant programmes and in partnership with stakeholders. Provide strategic and professional direction on complex social conditions and matters that may result in, or stem from, social instability, and ensure appropriate, integrated and responsive interventions. Manage, supervise and provide professional leadership to social work personnel, promoting ethical practice, professional accountability, continuous development and the delivery of quality social work services in accordance with applicable legislation, policies, professional standards and departmental priorities. Lead the development, planning, implementation, monitoring and evaluation of social work programmes and interventions, ensuring alignment with departmental strategic objectives and the efficient, economical and effective utilisation of financial, human and other resources. Manage the performance and development of human resources within the area of responsibility and ensure effective workforce planning and deployment to support service-delivery priorities. Monitor service quality, professional compliance, programme performance and outcomes, and institute corrective measures where required. Build and maintain strategic partnerships with relevant government departments, non-governmental organisations, professional bodies, community structures and other stakeholders to strengthen integrated social welfare service delivery. Keep abreast of developments in the social work, social welfare, policy and management fields, and ensure that relevant research, legislation, policy developments and best practice inform service delivery. Provide authoritative professional and managerial advice to senior management on social work practice, programme performance, service standards, professional governance and emerging social welfare challenges, and ensure the effective execution of administrative, financial, reporting, monitoring, risk-management and compliance functions within the area of responsibility.

ENQUIRIES : Mr. Godfrey F Mjezu at 064 880 3202

POST 38/558 : **MANAGER: COMMUNITY DEVELOPMENT: ZWELINTLANGA FATMAN MGCAWU DISTRICT REF NO: CDM/ ZFM/04/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : District Office: Upington

REQUIREMENTS : An Applicants must possess an appropriate NQF Level 7 Bachelor's Degree in Community Development / Development Studies / Social Science. Valid motor vehicle driver's licence. A Minimum of 10 years appropriate/recognisable experience in Community Development after obtaining the required qualification, this must including five years supervisory/middle management experience. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub-directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate to ensure that an efficient and

effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

ENQUIRIES : Mr. Godfrey F Mjezu at 064 880 3202

POST 38/559 : **MANAGER: COMMUNITY DEVELOPMENT: FRANCES BAARD DISTRICT REF NO: CDM/FB/05/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : District Office: Kimberley

REQUIREMENTS : Applicants must possess an appropriate NQF Level 7 Bachelor's Degree inCommunity Development / Development Studies / Social Science. Valid motor vehicle driver's licence. A Minimum of 10 years appropriate/recognisable experience in Community Development after obtaining the required qualification, this must including five years supervisory/middle management experience. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through efficient, effective and economical utilization of resources by the unit/sub-directorate. Monitor, interpret and review legislation and policies to determine whether legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies, and develop new policies where required. Manage community development unit/sub directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

ENQUIRIES : Ms. Keitumetsi D. Makweya Tel No: (053) 807 5900

POST 38/560 : **COMMUNITY DEVELOPMENT POLICY MANAGER: SUSTAINABLE LIVELIHOODS REF NO: CDPM/SL/06/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593.per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Applicants must possess an appropriate NQF Level 7 Bachelor's Degree in Community Development / Development Studies / Social Science. Valid motor vehicle driver's licence. A Minimum of 10 years appropriate/recognisable experience in Community Development after obtaining the required qualification, this must including five years supervisory/middle management experience. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Manage a community development policy unit to ensure that the required legislative policies and procedures are developed through the efficient and effective utilisation of human resources; Manage the development of policies for rendering a community development service in the department; Keep up to date with new developments in community development and management fields; Plan and ensure that

community development policy research is undertaken. Undertake complex community development research.

ENQUIRIES : Ms. Gosalamang Saul Tel No: (053) 802 7710

POST 38/561 : **COMMUNITY DEVELOPMENT POLICY MANAGER: YOUTH DEVELOPMENT REF NO: CDPM/YD/07/26**

SALARY : Grade 1-2: R1 009 512 - R1 414 593 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Applicants must possess an appropriate NQF Level 7 Bachelor's Degree in Community or Youth Development / Development Studies / Social Science. Valid motor vehicle driver's licence. A Minimum of 10 years appropriate/recognisable experience in Community Development after obtaining the required qualification, this must including five years supervisory/middle management experience. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Manage a community development policy unit to ensure that the required legislative policies and procedures are developed through the efficient and effective utilisation of human resources; Manage the development of policies for rendering a community development service in the department; Keep up to date with new developments in community development and management fields; Plan and ensure that community development policy research is undertaken. Undertake complex community development research.

ENQUIRIES : Ms. Ms. Romi Snyders Tel No: (053) 802 7710

POST 38/562 : **SOCIAL WORK POLICY MANAGER REF NO: SWPM/VEP/08/26**

SALARY : Grade 1 - 2: R1 009 512 - R 1 414 593 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Senior certificate / Grade 12 qualification plus an appropriate formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) or equivalent qualification as recognised by SAQA that allows professional registration with the SACSSP. Current registration with the South African Council for Social Service Professions (SACSSP). A valid motor vehicle driver's license (with exception of persons with disabilities). Experience: A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Valid motor vehicle driver's licence. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Develop/facilitate the development of policies for rendering a social work service in the department. Manage a social work policy unit to ensure that the required policies and procedures are developed through efficient and effective utilisation of human resources. Keep up to date with new developments in the social and management fields. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms. N. Andreas Tel No: (053) 874 9100

POST 38/563 : **SOCIAL WORK POLICY DEVELOPER: GRADE 1-2 (X3 POSTS)**

SALARY : Grade 1: R471 330 - R754 785 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : **Provincial Office: Kimberley:**
Older Persons Ref No. SWPD/OP/09/26 (X1 Post)
Social Crime Prevention Ref No. SWPD/CRIME/09/26 (X1 Post)
Substance Abuse Ref No. SWPD/SA/09/26 (X1 Post)

REQUIREMENTS : Senior certificate / Grade 12 qualification plus an appropriate Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) or equivalent qualification as recognised by SAQA that allows professional registration with the SACSSP. Current registration with the South African Council for Social Service Professions (SACSSP). A valid motor vehicle driver's license (with exception of persons with disabilities). Experience: A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Valid motor vehicle driver's licence. Competencies: Good Communication skills. Report writing skills. Facilitation skills. Co-ordination skills. Liaison skills. Networking. Interpersonal skills. Leadership skills. Analytical skills. Diplomacy. Change and knowledge management. Planning and organization skills. People Management. Financial Management. Problem Solving, Planning & organizing. Time Management. Team player. Strategic Planning. Policy analysis and development.

DUTIES : Develop, implement and maintain social work policies: monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required, including costing the policies; Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field, study professional journals and publications to ensure that cognizance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognizance of the latest developments in the relevant fields; Engage in continuous professional development activities as prescribed; Research and development, Perform the administrative functions required in the unit.

ENQUIRIES : Ms. N. Andreas Tel No: (053) 874 9100

POST 38/564 : **SOCIAL WORK SUPERVISOR: GRADE 1-2 (X11 POSTS)**

SALARY : Grade 1-2: R496 668 - R929 706 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : **Frances Baard District (Kimberley and Warrenton):**
Probation Services Ref No: SWSUP/PS/FB/10/26 (X1 Post)
Warrenton Ref No: SWSUP/WARR/FB/10/26 (X1 Post)
Sol-Plaatje Municipality Ref No: SWSUP/SOL/FB/10/26 (X2 Posts)
John Taolo Gaetsewe District (Kuruman)
Gasegonyana Ref No: SWSUP/GASE/JTG/10/26 (X1 Post)
Joe Morolong Ref No: SWSUP/JOE/JTG/10/26 (X1 Post)
Probation Services Ref No: SWSUP/PS/JTG/10/26 (X1 Post)
Namakwa District (Springbok and Port-Nolloth):
Springbok Ref No: SWSUP/SPR/10/26 (X1 Post)
Port Nolloth Ref No: SWSUP/PORT/10/26 (X1 Post)
Pixley ka Seme District (De Aar):
Probation Services Ref No: SWSUP/PS/PKS/10/26 (X1 Post)
Zwelintanga Fatman Mgcawu District (Upington):
Dawid Kruiper Ref No: SWSUP/DK/ZFM/10/26 (X1 Post)

REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 8 years appropriate experience in Social Work. Valid motor vehicle driver's licence. Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.

DUTIES : Render comprehensive social work services aimed at the care, support, protection, empowerment and development of vulnerable individuals, groups,

families and communities through the implementation of relevant social work and social welfare programmes. Identify, assess and respond to social conditions and circumstances that may result in, or stem from, social instability and social dysfunction in any form, and facilitate appropriate interventions, referrals and linkages with relevant services and stakeholders. Provide professional supervision, guidance, advice and support to social workers, social auxiliary workers and volunteers to promote effective, ethical, and accountable and quality social work service delivery in accordance with applicable legislation, policies, professional standards, departmental directives and best practice. Keep abreast of developments, emerging trends, legislation, policies, research and best practices in the social work and social welfare fields, and facilitate the application of relevant developments to improve service delivery. Oversee and coordinate the administrative and operational functions required within the unit, including planning, record management, reporting, monitoring, quality assurance and compliance, and undertake higher-level administrative functions as required. Ensure the effective coordination of social work interventions and resources within the unit, promote integrated and multidisciplinary service delivery, and contribute to the achievement of departmental priorities and social development outcomes.

ENQUIRIES : Frances Baard District: Ms. Thembeka Mbethane Tel No: (053) 807 5900
John Taolo Gaetsewe: Ms. Nomatjala Mahumapelo Tel No: 053 714 3400
Namakwa District: Ms. Claudette Farmer Tel No: (027) 712 8600
Pixley ka Seme District: Ms. Zine Motsatsi Tel No: (053) 632 7600
ZwelintlangaFatman Mgcawu District: Mr. Julian Williams at 071 623 0489

POST 38/565 : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: CDS/JTG/JM/11/26**

SALARY : Grade 1-2: R471 330 - R674 874 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : John Taolo Gaetsewe District: Kuruman

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Community Development / Development Studies / Social Science. A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Valid driver's license. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to coordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g., in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service. Supervise, mentor, coach and advise community development practitioners to ensure an efficient and effective service. Manage the sub-unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.

ENQUIRIES : Mr. Phelegetso Mabejane Tel No: (053) 714 3400

POST 38/566	:	**COMMUNITY DEVELOPMENT SUPERVISOR REF NO: CDS/ND/HKH/12/26**
SALARY	:	Grade 1-2: R471 330 - R674 874 per annum, (Salary will be in accordance with OSD Determination)
CENTRE	:	Namakwa District: Calvinia
REQUIREMENTS	:	Qualifications: Bachelor's Degree (NQF Level 7) in Community Development / Development Studies / Social Science. A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Valid driver's license. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to coordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills.
DUTIES	:	To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g., in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service. Supervise, mentor, coach and advise community development practitioners to ensure an efficient and effective service. Manage the sub-unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.
ENQUIRIES	:	Ms. Ronel Soudens Tel No: (027) 712 8600
POST 38/567	:	**COMMUNITY DEVELOPMENT SUPERVISOR: REF NO: CDS/PKS/SSTMA/13/26**
SALARY	:	Grade 1-2: R471 330 - R674 874.per annum, (Salary will be in accordance with OSD Determination)
CENTRE	:	Pixley ka Seme District: Douglas
REQUIREMENTS	:	Qualifications: Bachelor's Degree (NQF Level 7) in Community Development / Development Studies / Social Science. A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Valid driver's license. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to coordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills.
DUTIES	:	To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g., in departments/provinces, NGO, local community structures and faith-based organizations) and

stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service. Supervise, mentor, coach and advise community development practitioners to ensure an efficient and effective service. Manage the sub-unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.

ENQUIRIES : Ms. Nosihle Serati Tel No: (053) 632 7600

POST 38/568 : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: CDS/ZFM/SSTMA/14/26**

SALARY : Grade 1-2: R471 330 - R674 874 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Zwelintlanga Fatman Mgcawu District: Upington

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Community Development / Development Studies / Social Science. A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Valid driver's license. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to coordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g., in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service. Supervise, mentor, coach and advise community development practitioners to ensure an efficient and effective service. Manage the sub-unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.

ENQUIRIES : Ms. Elsabè Delie at 071 620 4829

POST 38/569 : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: CDS/ZFM/KGA/15/26 (X2 POSTS)**

SALARY : Grade 1-2: R471 330 - R674 874 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Zwelintlanga Fatman Mgcawu District: Postmasburg

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Community Development / Development Studies / Social Science. A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Valid driver's license. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social

systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to coordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g., in departments/provinces, NGO, local community structures and faith-based organizations) and stakeholders to facilitate intersectoral collaboration, integrated planning and establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service. Supervise, mentor, coach and advise community development practitioners to ensure an efficient and effective service. Manage the sub-unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.

ENQUIRIES : Ms. Elsabè Delie at 071 620 4829

POST 38/570 : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH DEVELOPMENT REF NO: CDPD/YOUTH/16/26**

SALARY : Grade 1-2: R403 635 - R535 050 per annum, (Salary will be in accordance with OSD Determination)

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Qualifications: Bachelor’s Degree (NQF Level 7) in Community Development / Development Studies / Social Science. A valid driver’s license. A minimum of 8 years recognizable experience in Community Development after obtaining the required qualification. Valid driver’s license. Community Development knowledge, skills, attitudes and values to engage in the social development of communities. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at points where people interact with their environments in order to promote self-empowerment. The ability and competence to coordinate community development structures and ability to manage projects. The ability to influence individuals and group to participate in their own self-empowerment ventures. Understanding of social dynamics. Presentation, Problem solving skills, Computer skills, Written and verbal communication skills, Research and report writing skills, financial management and Supervisory skills.

DUTIES : Develop, implement and maintain community development policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Develop programmes to implement the relevant policies. Research and development. Perform the administrative functions required in the unit. Monitoring and evaluation of non-profit organisations. Provide administrative, educational and supportive functions.

ENQUIRIES : Ms. Romi Snyders Tel No: (053) 802 7710

PROVINCIAL ADMINISTRATION: NORTH WEST
SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 06 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/571 : **DATATYPIST (SHIFTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : North West
Provincial OCC: Potchefstroom Ref No: NW POCC 01/10/2026 (X3 Posts)
DOCC: Dr Ruth Segomotsi Mompati District: Vryburg Ref No: NW DOCC 02/10/2026 (X1 Post)

DOCC: Bojanala Platinum District: Rustenburg Ref No: NW DOCC 03/10/2026 (X1 Post)
DOCC: Dr Kenneth Kaunda District: Stilfontein Ref No: NW DOCC 04/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). Relevant training or courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under.

DUTIES : Capture, update and maintain information accurately on SAPS systems and databases. Verify and process information received from source documents. Identify and correct data discrepancies and omissions. Maintain and manage physical and electronic records and documentation. Compile basic statistics, reports and registers as required. Provide general administrative and data capturing support to the component. Ensure confidentiality and security of SAPS information and records. Comply with applicable SAPS policies, procedures, instructions and prescribed timeframes. Perform any other related duties as directed by the supervisor. Administer correspondence and files. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.

ENQUIRIES : Capt Morake / HRC Swana / HRC Appie Tel No: (018) 229 7320 7732 / 7139

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X801, Potchefstroom, 2531 OR Physical Address: No 123 Corner Peter Mokaba and Nelson Mandela Road, Wespol Square, Potchefstroom, 2531 or swanav@saps.gov.za / appiekm@saps.gov.za

POST 38/572 : **ADMINISTRATION CLERK REF NO: NW POCC 05/10/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : North West: Provincial OCC: Potchefstroom

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets / databases. Answer phones, address challenges / complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related function. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.

ENQUIRIES : Capt Morake / HRCS Rampai / HRC Dikane Tel No: (018) 229 7320 / 7194 / 7126

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X801, Potchefstroom,2531 OR Physical Address: No 123 Corner Peter Mokaba and Nelson Mandela Road, Wespol Square, Potchefstroom, 2531 or rampaiam@saps.gov.za / DikaneK@saps.gov.za

ANNEXURE AA

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 09 November 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
ERRATUM: Kindly note that the advert for the POST 37/287: Deputy Director: Manager Hospital Development (5/8th Post) Directorate: Facilities and Infrastructure Management, Centre: Tygerberg Hospital, Redevelopment Office, Salary R582 684 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs) advertised in the Public Service Vacancy 37 dated 16 October 2026, has been amended as follows: Deputy Director: Manager Hospital Development (5/8th Post) (3 Year-Contract)

OTHER POSTS

POST 38/573 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (GENERAL SURGERY) (BURNS)**

SALARY : R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery or Plastic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in General Surgery or Plastic Surgery. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as a Medical Specialist in General Surgery or Plastic Surgery. Inherent requirement of the job: It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Participation in the after-hours consultant call system is required. The incumbent must be able to function independently in a high-volume specialist burns service and provide leadership across normal and after-hours service delivery. Competencies (knowledge/skills): Advanced clinical and operative competence in General Surgery or Plastics Surgery, including the management of complex and critically ill burns patients. Proven clinical leadership and managerial capability in a specialist surgical service, with the ability to lead a multidisciplinary Burns Unit and supervise senior and junior medical staff. Knowledge and experience in clinical governance, morbidity and mortality review, audit, quality improvement, protocol development and monitoring of standards of care. Ability to manage service access, patient flow, referral pathways, human resources and scarce clinical resources in a high-volume tertiary service. Experience in undergraduate and postgraduate teaching and supervision, with the ability to contribute to specialist surgical training and academic programme development. Appropriate research experience, including supervision of research, data analysis, presentation and publication. Computer literacy and database competence are required. Excellent interpersonal, communication, relationship-building and teamwork skills. Insight into local healthcare delivery, diversity, transformation and equity.

DUTIES : Provide and oversee safe, effective and efficient specialist burns care, including operative, peri-operative, critical care and after-hours service delivery. Provide overall clinical governance and clinical leadership of the Burns Unit, including development, implementation and monitoring of

protocols, morbidity and mortality review, clinical audit, patient safety and quality-improvement activities. Provide strategic and operational management of the Burns Unit, including service planning, access and referral management, patient flow, resource stewardship, cost-centre oversight and responsible use of blood products, laboratory services, medicines, consumables and theatre resources. Lead, supervise and develop medical staff and trainees in the Burns Unit, including performance management, roster oversight, professional conduct, mentorship and multidisciplinary teamwork. Liaise with hospital management, General Surgery, Anaesthesia, Critical Care, Nursing, Rehabilitation services and referring clinicians to strengthen coordinated burns care and referral pathways across the Tygerberg drainage area. Provide undergraduate and postgraduate teaching, bedside training, tutorials and specialist supervision, and contribute to relevant examinations and academic programme activities. Lead and supervise research, audit, data collection and service-evaluation activities in Burns Surgery, with active participation in relevant institutional and provincial governance structures where required.

ENQUIRIES : Prof G Oosthuizen, email: george-oost@sun.ac.za
NOTE : No payment of any kind is required when applying for this post.

POST 38/574 : **HEAD CLINICAL UNIT GRADE 1 (RADIOLOGY)**
Chief Directorate: Rural Health Services

SALARY : R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Inherent requirement of the job: Valid Code B drivers' licence. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Be able to work Flexible hours as the clinical workload demands. Competencies (knowledge/skills): Must have a strong record of clinical expertise and clinical governance, including experience with training and teaching at both under and post graduate levels and across disciplines. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.
DUTIES : Manage overall performance of a 24/7 Radiology service at the Regional Hospital, in an ecosystem approach. Support to Radiology Services for Rural East Ecosystem in collaboration with Groote Schuur Hospital as needed. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District (Rural East Ecosystem). Corporate governance of the Radiology Functional Business Unit which includes financial and human resource management. -Co-operation and liaison with other Departments within the hospital and across the Rural East Ecosystem. Function within the Executive Management Team and apply knowledge of public health administration and management. Participate in research. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates as part of a multidisciplinary team.
ENQUIRIES : Dr T Koen Tel No: (044) 802-4535
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test. "It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

POST 38/575 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum

(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. **Grade 2**: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Skills and experience in undergraduate and postgraduate teaching and training.

DUTIES : Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Help manage the out-patient service for Plastic Surgery. Train under/post-graduate students, including elective students, and other allied health personnel. Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Actively participate in all the academic activities of the division including performing and overseeing research. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond.

ENQUIRIES : Prof S Adams Tel No: (021) 406-6415 or email: saleigh.adams@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.

POST 38/576 : **DEPUTY DIRECTOR: COMPREHENSIVE SERVICES**
West Coast District

SALARY : R1 101 468 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : West Coast District Office, Malmesbury

REQUIREMENTS : Minimum educational qualification: An appropriate health related qualification (NQF 7) that allows registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or South African Pharmacy Council (SAPC). Experience: Appropriate experience in District Health Services and Health Service Management as well as experience in management of priority health services and health programs. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of the District Health System and strategic plan of the Department of Health and wellness (Healthcare 2030/2050). Optimal and efficient Project Management and Financial Management skills. Good knowledge of Health-related regulations, policies, Acts in respect of Statutory Bodies, Health facility Boards, District

health councils. Good communication, interpersonal, leadership and conflict management skills. Computer literacy (Ms. Word, PowerPoint and Excel) and facilitation skills.

DUTIES : Overall leadership and management the Integrated Comprehensive Health Services in the West Coast District health services within the Rural West Eco-system. Provide leadership and management related to quality patient-centred-care of integrated service delivery on the HCBS, PHC platform and district hospitals. Lead and support information management, information systems, including monitoring and evaluation of all health services by setting specific targets, monitor indicators and health outcomes in the district. Provide leadership and management of resource allocation, health services budgets, people management and assets in the component. Interface management and effective communication with all internal and external stakeholders on all platforms. Lead and support skills development and capacity building of clinical nurse training and the NPO sector.

ENQUIRIES : Mr W. Caesar Tel No: (022) 814-0301

NOTE : No payment of any kind is required when applying for this post. Applicants will be subjected to competency assessment. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 38/577 : **REGISTRAR (MEDICAL) (MEDICINE: INTERNAL) (X4 POSTS)**
(4-Year Contract)

SALARY : Grade 1: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Emergency and after hour call cover. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. Effective leadership & interpersonal skills. FCP (SA) Part 1. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Post community service experience in Internal Medicine on an equivalent clinical platform. Previous research experience and publication.

DUTIES : Clinical Service Provision. Effective Clinical Administration in patient records and patient reports. Participate in the Teaching Programme. Research and Professional Development (incl. completion of MMED).

ENQUIRIES : Dr D Maughan Tel No: (021) 406-6422 or deborah.maughan@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and

may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Please ensure that you attach an updated CV.

POST 38/578 : **REGISTRAR (EMERGENCY MEDICINE) (X4 POSTS)**
(4-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital (X3 Posts)
Mitchells Plain District Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Completion of FCEM [SA] part 1. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate clinical experience in Emergency Medicine after registration as a medical practitioner. Professional conduct with all stakeholders. Evidence of administrative and medicolegal functions. Academic Development of self and others.

DUTIES : Clinical and corporate governance duties as pertain to services provided at placement. Contribute to the teaching and training of Health Sciences students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (EM) qualification. To provide emergency related services to patients in designated service areas. To provide supervision and in-service training to junior colleagues and other staff. Academic teaching, training and research. Effective and efficient care of emergency patients.

ENQUIRIES : Ms K Fullard Tel No: (021) 815-8821 or email: kim.fullard@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 38/579 : **REGISTRAR (MEDICAL): PUBLIC HEALTH MEDICINE (X4 POSTS)**
(4-Year Contract)
Directorate: Health Intelligence /University of Cape Town

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Registration for the MMED in Public Health Medicine at the University of Cape Town. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Preference will be given to candidates with a relevant post graduate public health qualification. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent and to align to the values of the Department of Health and Wellness.

DUTIES : Public Health medical service provision in the public sector health services in different rotations and locations. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.

ENQUIRIES : Ms Lesley Shand Tel No: (021) 483 2639 or email: lesley.shand@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with

applicable procedures. Note: 1 post will require to be placed in George for 2 years.

POST 38/580 : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA CENTRE)**
(1-Year Contract)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required n South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Advanced Trauma Life support (ATLS) certified. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to conduct research. Ability to work as part of a trauma team. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Basic surgical skills, ultrasound course, PALS,BLS and ACLS. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Completion of Community Service and prior trauma experience.

DUTIES : Leadership. Teaching. Innovation and Research. Clinical Governance. Clinical Service: Patient care and assisting in theatre.

ENQUIRIES : Ms S Show Tel No: (021) 404-4117 or Email: Sandiswa.show@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officers appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV.

POST 38/581 : **REGISTRAR (OPHTHALMOLOGY) (X2 POSTS)**
(5-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital (X1 Post)
George Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) with patients and colleagues. Ability to work well within a group at all levels of authority. An interest and commitment to service. Appropriate experience in the field with proficiency in basic cataract surgery. Clinical and surgical experience in Ophthalmology as a medical officer. Computer literate to facilitate patient care, research and administration. FC Ophth (SA) part 1A (Paper 1 & 2).

DUTIES : (key result areas/ outputs): Teaching and Training. Clinical Service Provision. Research and Professional Development. Management and administration. To be responsible for the consulting room provisioning.

ENQUIRIES : Prof N du Toit Tel No: (021) 404-5008

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines."

POST 38/582 : **REGISTRAR (MEDICAL) (SURGERY: GENERAL) (X2 POSTS)**
(5 Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference

presentation). Post community service experience in General Surgery. FCS (SA) intermediate examination.

DUTIES : Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406 6229 or melissa.mohamed@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

POST 38/583 : **REGISTRAR (MEDICAL) (DERMATOLOGY) (X2 POSTS)**
(4-Year Contract)

SALARY : R1 041 402 per annum, A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid Code B/EB driver's licence. Compulsory commuted overtime and emergency and after-hours cover as prescribed and allocated by the departmental duty roster. Participation in the dermatology outpatient service, which operates five days a week, the dedicated dermatology ward and inpatient consultations at Tygerberg Hospital. Willingness to travel to outreach facilities and work across the approved training platform when required. Competencies (knowledge/skills): Appropriate clinical knowledge, judgement and experience following the MBChB; effective communication and interpersonal skills; the ability to work in a multidisciplinary team, manage time and work under pressure; computer literacy; and commitment to ethical, patient-centred care and specialist training. Relevant dermatology clinical experience, a completed postgraduate degree or diploma relevant to Dermatology and publications or research experience.

DUTIES : (key result areas/outputs): Provide safe dermatology care under specialist supervision in weekday outpatient clinics, the dedicated dermatology ward and inpatient consultations to other hospital services. Perform dermatological procedures appropriate to the level of training and fulfil prescribed overtime and rostered after-hours duties. Maintain accurate clinical records, referral and discharge documentation, and complete assigned hospital and university

administrative duties. Participate in undergraduate and postgraduate teaching and supervise junior staff and students as appropriate. Attend the academic programme and assessments, maintain the required portfolio and logbook, and complete the prescribed specialist training requirements. Participate in dermatology research and clinical audits and complete the prescribed MMed research component.

ENQUIRIES : Dr W Visser, email: wvisser@sun.ac.za

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”.

POST 38/584 : **REGISTRAR (EMERGENCY MEDICINE)**
(4-Year Contract)
Chief Directorate: Emergency And Clinical Support Service

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Valid driver’s licence. Completion of FCEM [SA] part 1. Willingness to travel. Willingness to work commuted overtime. Competencies (knowledge/skills): Appropriate clinical Knowledge in Emergency Medicine after registration as a medical practitioner. Clinical Emergency Care knowledge and skills appropriate to a competent independent emergency doctor in South African practice. Academic development of self and others. Administrative and medicolegal knowledge and skills related to South African Emergency Care practice. Professional conduct with all stakeholders. Evidence of administrative and medicolegal functions. A minimum of 24 months of work experience in an Emergency Centre under supervision of an Emergency Medicine Specialist, preferably within the past three years. Demonstratable experience in research and Level 1 ultrasound accreditation.

DUTIES : Effective and efficient care of emergency care of emergency patients. To provide emergency related services to patients in designated service areas. Clinical and corporate governance duties as pertain to services provided at placement. To provide supervision and in-service training to junior colleagues and other staff. Contribute to the teaching and training of Health Science students.

ENQUIRIES : Ms Kim Fullard Tel No: (021) 815-8821 or email: Kim.Fullard@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. -Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated, Specific registrar posts within the Department will be identified as part of the Affirmative Action programme to create representative Specialist cadre in line with applicable procedures. -Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post graduate students with University of Cape Town according to the yearbook guidelines and fulfil academic teaching, training and research activities. Although posts are held at the institutions stated above, registrars will be expected to rotate through various institutions in the Groote Schuur and Tygerberg training complexes.

POST 38/585 : **REGISTRAR (MEDICAL) (GENERAL SURGERY) (X2 POSTS)**
(5-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCS part 1 as well clinical experience in Surgery and/or Trauma. A current certificate of ATLS and Basic Surgical Skills course completed. FCS part 2 and experience in research/publications. Evidence of effective leadership and interpersonal skills are essential.

DUTIES : Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.

ENQUIRIES : Ms M Brand, e-mail: mbran@sun.ac.za

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension

benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 38/586 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY AND ORTHOPAEDICS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1**: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. -**Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime (average 16 hours per week) is mandatory for the permanent/fulltime post. Ensure CPD compliance. Competencies (knowledge/skills): Ability to render a high quality general surgical service. Strong ethical principles with leadership, conflict resolution, organisational & counselling skills. Willingness and ability to teach at undergraduate and post graduate level. Digital systems competency. Enrolment to write General Surgery: FCS Part 1.

DUTIES : Clinical service delivery in general surgery, including management of surgical patients in the emergency center, wards and outpatient department. Pre-operative, intra-operative and post operative care of surgical patients with surgical skills appropriate for the level of experience. Management of inpatient and outpatient referrals as well as after hour management of surgical patients. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities at undergraduate and postgraduate level with participation in the departmental and hospital academic programs. Actively Involvement in research. Systems input and participation within the Metro East Ecosystem.

Contribution to improvement of internal systems within the general surgery service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the general surgical service within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES : Dr A Goliath Tel No: (021) 360-4200; Dr S Gilbert Tel No: (021) 360-4200

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will be subjected to a practical assessment. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

POST 38/587 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (NEW ACUTE)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality (Psychiatry) after obtaining the 1-year post-basic qualification or a post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, after hours, public holidays, day or night and standby duties. Drivers License. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel and Power Point).

DUTIES : Provide leadership, supervision, planning, direction and control for the provision of improved patient centred care in a psychiatric ward. Implement an efficient and effective quality improvement programme. Implement an effective and efficient Resource management (human, health technology, financial and facility) plan. Overall Management of the nursing component, including students, ward clerk and household support. Implement an effective and efficient clinical practice in a specialised psychiatric ward. Manage infection control, development and training programmes for nursing and related staff. Provide support to the Deputy Manager Nursing office.

ENQUIRIES : Mr Gayiya Tel No: (021) 940-4424

NOTE : No payment of any kind is required when applying for this post.

POST 38/588 : **EMS SUB DISTRICT MANAGER GRADE 2 TO 4**
Chief Directorate: Emergency And Clinical Support Service

SALARY : Grade 2: R584 604 per annum
Grade 3: R649 260 per annum
Grade 4: R718 083 per annum

CENTRE : Emergency Medical Services, Cape Winelands District

REQUIREMENTS : Minimum educational qualification: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). -Grade 3: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows

registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 2:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 3:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Current registration as an ECT, Paramedic or ECP. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. -Good communication and interpersonal skills and report-writing skills.

DUTIES : Effective management of emergency medical services for the Sub-District. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr I Naidoo (District Manager – Cape Winelands) Tel No: (023) 346-6000; Ms A Botha Tel No: (023) 346-6022

NOTE : No payment of any kind is required when applying for this post.

POST 38/589 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R571 161 per annum

CENTRE : Northern/Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Or a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497) or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for the posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB driver's license. Required to travel to provide support within the geographical area of the Chief Directorate: Metro Health Services. Competencies (knowledge/skills): Knowledge of Maternal-Child-Women's Health, HIV/AIDS/STI/TB, Chronic Disease Knowledge of management and Community Orientated Primary Care (COPC). Ability to work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.

DUTIES : Co-ordination and implementation of the Life course approach in the substructure, w.r.t HAST/FBS and Community Based Services and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme specific quality assurance policies, 95/95/95 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring

and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the substructure.

ENQUIRIES : Ms. DJ Fourie Tel No: (021) 815-8879
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 38/590 : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (NURSING CLINICAL EDUCATION AND TRAINING UNIT) (CETU)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R571 161 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 7 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Inherent requirements of the job: Willingness to assist accredited Higher Education Institutions with external practical examination of students as required. Willingness to work overtime and provide hospital relief when required. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Experience in Nursing Education and Training in a Perinatal clinical setting with specialised perinatal health care knowledge. Effective leadership, supervisory, planning, coordination, organising, facilitation, mentoring, problem solving, decision-making, as well as conflict resolution skills. Ability to interact, network and liaise with diverse stakeholders and health care users and providers. Extensive knowledge of nursing care practice and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and Qualifications Framework, Skills Development Act, Department of Health Training and Development Policies and Procedures, All Health-Related and Public Services Regulations and Guidelines, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
DUTIES : Responsible for the overall coordination of clinical teaching and learning, the facilitation and oversight in the development of operational plans to give strategic direction to nurse education and training in the hospital and provide support to hospital management. Provide professional and technical support for the provision of quality patient care through proper management of formal and informal training interventions. Participate in the maintenance of norms and standards of nursing practice to promote the health status of health care users by establishing, maintaining inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Participate in the development and implementation of the hospital quality assurance programmes, guidelines, protocols, norms and standards in line with the QA requirements. Utilize information technology (IT) and other management information systems to manage information for the enhancement of training and development. Effective management and utilization of resources (human, financial and physical) in accordance with relevant directives and legislation.
ENQUIRIES : Ms M Holland Tel No: (021) 659-5550
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to practical test.

POST 38/591 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: CHILDREN'S WARD)**
West Coast District

SALARY : Grade 1: R571 161 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Ability to travel to attend meetings, outreach, or operational activities. Willingness to work overtime, after hour and weekend standby duties which could include day shift, night shift and public holidays. Willingness to relief the Assistant Manager Nursing and Operational Manager when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes on Operational level.

DUTIES : Provision of Leadership and Management by supervision, coordination & delegation to provide quality care through applying professional and ethical standards and legislation in designated unit. Clinical governance of designated unit. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the unit. Professional and ethical conduct. Oversight of research, training and education in the unit.

ENQUIRIES : Ms. S. Van Wyk Tel No: (022) 709-5099

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 38/592 : **CHIEF ARTISAN GRADE A**
Chief Directorate: Rural Health Services

SALARY : R499 470 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate recognised Trade Test Certificate / trade qualification in Electrical or Mechanical Artisanship. Experience: Ten (10) years' appropriate post-qualification experience as an Artisan/Artisan Foreman. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel when required. Willingness to perform authorised overtime, standby duties, unplanned call-outs and emergency maintenance to maintain critical hospital services. Competencies (knowledge/skills): Appropriate supervisory/managerial experience in a multidisciplinary workshop (Electrical, HVAC and Mechanical), including experience in procurement of goods and services and contracted maintenance. Proven technical and supervisory ability in electrical, mechanical and general building maintenance, including hospital engineering systems. Knowledge of the Occupational Health and Safety Act, machinery regulations, statutory compliance and safe maintenance practices. Ability to plan preventive maintenance, prioritise breakdowns, assess infrastructure risks and maintain continuity of critical services. Knowledge of the Public Finance Management Act, applicable Treasury and supply chain management prescripts, procurement and delegated authority. Ability to prepare technical specifications, evaluate work completed, manage workshop stock and safeguard state assets. Financial management, budgeting, expenditure monitoring and basic cost-analysis skills. Strong leadership, staff supervision, planning, decision-making and change-management skills. Effective communication, customer service, stakeholder engagement and teamwork. Good technical report-writing, record-keeping and problem-solving skills. Computer literacy in MS Word, Excel, Outlook and relevant electronic maintenance/work-order systems.

DUTIES : Develop and implement annual preventive maintenance programmes, prioritised work plans and maintenance risk mitigation measures for hospital

buildings, plant and equipment. Coordinate preventive, reactive and emergency repairs to electrical, mechanical and building services; safeguard continuity of clinical-critical systems. Allocate, supervise and quality-assure workshop work orders, contractor maintenance, statutory inspections and completion records. Manage maintenance budgets, commitments, procurement specifications, contractor performance, workshop stock, tools and asset controls in accordance with prescripts. -Supervise and develop workshop staff; manage work allocation, performance, attendance, leave, training, standby arrangements and authorised overtime. Implement occupational health and safety requirements; identify, document and escalate infrastructure, fire protection and technical compliance risks. Maintain accurate service and inspection records and submit reports on maintenance performance, expenditure, unresolved faults and corrective actions. -Sound project management, technical analysis, troubleshooting, contractor management and quality-assurance skills.

ENQUIRIES : Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.

POST 38/593 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Support and Outreach Oudtshoorn PHC, Oudtshoorn Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497 and R683 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: A minimum of 4 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: A valid driver's licence. Willingness to work overtime when needed. The incumbent is expected to consult with patients at different facilities in the Sub-Districts. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Knowledge in the use of clinical equipment and control of budget levels. Experience in data management and accurate record keeping of the relevant mental health services.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Oudtshoorn Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES : Ms NC Jackson Tel No: (044) 203 - 7205

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.

POST 38/594 : **ASSISTANT DIRECTOR: SUPPORT SERVICE (INFRASTRUCTURE AND SUPPORT SERVICES)**

SALARY : R487 197 per annum
CENTRE : Western Cape College of Nursing, Central Administration Offices, Stikland Campus
REQUIREMENTS : Minimum educational qualification: An Appropriate National Diploma (NQF Level 6 or equivalent) in Public Management or Project Management. Experience: Appropriate experience in Infrastructure and Support services. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of relevant legislation, regulations & policies, such as OHSC standards. Expertise in facilities and infrastructure management, maintenance, contracts, and support service best practices. Strategic thinking, policy development, and operational planning. Leadership, supervision, team building, and conflict-resolution skills. Stakeholder management, negotiation, and relationship-building competencies. Excellent verbal and written communication, including report writing and technical documentation. Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, Teams). Project management skills, including planning, organizing and coordinating service delivery.
DUTIES : Lead and coordinate the development and implementation of infrastructure master planning and lifecycle planning. Manage capital improvement projects for buildings and physical infrastructure across all sites. Manage support services such as workshop, transport, Reprographic, record management support/archives, and housekeeping. Manage service contracts (security, cleaning, maintenance, Access Control. Biometric systems, CCTV, fire systems, ground maintenance, pest control etc.) Ensure efficient Security/Access Control for all staff and students' multi-campus. Oversee budgeting and financial management for support services. Lead people management within support services.
ENQUIRIES : Ms L Strauss Tel No: (023) 814-0090
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

POST 38/595 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEPHROLOGY**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Nephrology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa**. Grade 3**: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Delivering an after-hours renal replacement therapy service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and to manoeuvre heavy

dialysis equipment. Ability to work as a team as well as independently. Willingness to participate in training of Clinical Technology students.

DUTIES : Participate in on-going quality control and infection control. Perform other non-renal related therapies such as plasma exchange. Perform Body Composition Monitoring (BCM) on CKD patients. Perform daily RO water checks; do monthly water sampling for bacterial count and perform tests for the endotoxin levels. Perform continuous renal replacement therapies in the ICUs, i.e. CVVHD, CVVHDF & SLED. Perform renal replacement therapies i.e haemodialysis in chronic and acute settings. Willingness to work overtime as needed. Perform administrative duties related to clinical technology, including maintaining patient records, treatment documentation, laboratory results and equipment records. Assist the supervisor and manager with the training of Clinical Technology students and provide support to Student Clinical Technologists with their research projects.

ENQUIRIES : Mr D Mweli Tel No: (021) 404 3366 or email: daniel.mweli@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 38/596 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Supply Chain Management

SALARY : R413 001 per annum
CENTRE : Western Cape Health Warehouse
REQUIREMENTS : Minimal educational qualification: An appropriate National Diploma (NQF 6) or equivalent in Supply Chain Management. Experience: Appropriate experience in Supply Chain and Warehouse Management, including demand planning, inventory optimization, supplier coordination, and maintaining efficient storage and distribution systems. Appropriate experience in managing & handling stock in a store/warehouse environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS or Basic Accounting System (BAS). Knowledge of administrative and/or support duties in a store/warehouse.

DUTIES : Acquisitions Management - Handling and contract management as per notices in order to procure medical consumables (contract and non-contract). Ensure Compliance with the AO system and delegation when acquiring goods and services. Ensure strict adherence to and continuously maintain up-to-date knowledge of applicable departmental policies, prescripts, and procedures. Managing procurement end-to-end in terms sampling request, evaluation submission, presenting to QC, following the relevant procurement processes. Execute responsibilities within the Electronic Procurement System (ePS), ensuring adherence to procurement prescripts and compliance requirements. Prepare bidding templates and supporting documentation for presentation to the Quotation Committee. Compile and report on stock on hand and dues-out, supporting effective inventory control and planning. Contract management, Forecasting, Demand, Reporting & Policy development for warehouse. ESL, Logis ICN Compliance & BMI. Maintain regular communication with suppliers and internal stakeholders, ensuring timely follow-up on outstanding orders. Assist with interim and annual financial reporting, including financial year-end processes. Performed ad-hoc administrative and operational support tasks as required. Initiate and formulate new proposals for optimal efficiency and effectiveness regarding service. Human Resource Management - Attendance register control, leave planning and control, labour relations, training & development identification and performance agreements and review.

ENQUIRIES : Mr D Botha Tel No: (021) 833-7623 or email: Daniel Botha at Daniel.Botha@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to do a practical test

POST 38/597 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE/FEES, ADMISSIONS, MEDICAL RECORDS)**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Appropriate experience of Patient Admissions and Wards, including the Clinicom System. Inherent requirements of the job: Willingness to travel and work after hours when required. Competencies (knowledge/skills): Workable knowledge, Chapter 9 of Department of Health financial and revenue management policies generally with a focus on the management of patient fees and revenue collection in public health facilities. Knowledge and experience of the Clinicom system. Good interpersonal and communication skills and Good numerical skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility.
DUTIES : Manage and provide support to areas in respect of Revenue Generation. Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Manage and provide support to areas regarding Revenue Collection. Ensure crediting of all payments are done on the BAS System as well as Billing system. Monitor balancing between the BAS. Staff are managed appropriately in terms of HR policies. Ensuring all Reporting functions are timeously met. Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control. Assess patients in accordance with Hospital Memorandum 18 and UPFS manual.
ENQUIRIES : Mr N Sitonga Tel No: (021) 360-4734
NOTE : No payment of any kind is required when applying for this post.

POST 38/598 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)**
Chief Directorate; Metro Health Services

SALARY : R413 001 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate supervisory experience in patient administration within a hospital environment. Competencies (knowledge/skills): Good communication, both verbal and written. Good interpersonal and negotiation skills with the ability to organize and manage administration clerks. Computer literacy (MS Word, Excel, PowerPoint and e-mail) and basic knowledge of LOGIS capturing, Clinicom and Treasury Instructions. Departmental Instructions (Finance instructions) and Effective management of financial resources.
DUTIES : Supervision and manage staff and patient administration functions in both Admissions and clinical areas. Manage, leave, draft weekly / monthly staff rosters to ensure all areas are cover for efficient and effective patient

administration. Manage all bookings of patient visits. Ensure that accurate and updated information is captured for each patient visit in accordance with prescribed UPFS and other applicable prescripts. Conduct regular folder audits and implement quality improvement plans to correct internal control deficiencies and to enhance compliance in patient administration. Liaise with all role-players in the multi-disciplinary team to increase accuracy of patient administration data.

ENQUIRIES : Mr Jacobs Tel No: (021) 918-1208
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 38/599 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (EXPENDITURE AND BUDGETS)**

SALARY : R413 001 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in Finance that focuses on the Key Performance Areas of the post. Working experience and skills in BAS (Basic Accounting System), LOGIS, or other appropriate Financial Systems and PERSAL. Appropriate Supervisory experience. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial systems, processes, procedures, prescripts and legislative framework (PFMA, NTRs, etc.). Knowledge of BAS, PERSAL and LOGIS. Knowledge of Annual Financial Statements. Knowledge of budget, expenditure and suspense accounts. Computer literacy. Knowledge of and ability to apply the Disciplinary Code. Ability to analyze and provide solutions to problems. In-depth knowledge of SCOA codes and reports on LOGIS / BAS. Good leadership and managerial skills. Ability to work under pressure and independently.
DUTIES : Support the Assistant Director: Finance in executing the hospital's strategic objectives. Manage the Creditors section effectively to achieve its goals and targets. Ensure timeous and accurate reporting on the Annual Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations and instructions as practiced in the Public Sector. Do quarterly evaluations and give training to personnel. Authorize transactions on LOGIS and BAS. Manage staff performance and development. Handle computer systems such as LOGIS and/or BAS effectively. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts.
ENQUIRIES : Ms H van Graan Tel No: (021) 658-5007
NOTE : No payment of any kind is required when applying for this post.

POST 38/600 : **SENIOR PERSONNEL PRACTITIONER: DISABILITY MANAGEMENT**
Directorate: People Management Practices and Planning

SALARY : R413 001 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF6) in Human Resources or Social Science. Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy in Microsoft Office (Word, Excel, PowerPoint, Outlook). Facilitation, policy writing, general writing, research, conceptualisation, analytical, statistical analysis and communication (written and verbal) skills. Ability to interpret and apply legislation. Understanding of the Disability Framework for the Public Service. Creativity, self-motivation and assertiveness. Ability to prioritise and organise work.
DUTIES : Coordinate and implement strategies, programmes, and projects related to the Department's Disability Strategy. Co-ordination of the reasonable accommodation of employees with disabilities and the procurement of assistive devices in accordance with departmental framework. Advise districts and institutions on disclosure matters in accordance with the departmental disclosure policy and implement disability awareness programmes. Co-ordinate physical and information accessibility measures in the workplace through programmes and projects of the department. Coordinate the implementation of a Disability Sensitisation and Awareness Programme. Coordinate the implementation of a monitoring and evaluation of the Department employment practices and mainstreaming on disability matters.
ENQUIRIES : Ms W Herabai Tel No: (021) 483-5676
NOTE : No payment of any kind is required when applying for this post.

POST 38/601 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R338 208 per annum
Grade 2: R413 004 per annum
Grade 3: R496 668 per annum
Grade 4: R608 859 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Worker. Registration with a professional council: Registration with SACSSP as a Social Worker. Experience: **Grade 1**: None after registration. **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as Social Worker with SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as Social Worker with SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in MS Windows, Word, Excel, Outlook and proficiency with electronic health information systems. Ability to conduct comprehensive psychosocial assessments and develop, implement, and monitor intervention plans. Ability to manage vulnerable patient groups to access appropriate social support systems. Ability to manage crisis situations, prioritize tasks, and ensure timely interventions. Good verbal and written communication skills to facilitate communication between multidisciplinary team members. Knowledge of statutory processes.

DUTIES : Provide geographic knowledgeable social work services to inpatients, outpatients, and their families or caregivers across the Rural East Ecosystem. Render a clinical Social Work service independently and within multi-disciplinary team setting. Facilitate access to community resources and support services. Facilitate referrals to department of social development, non-governmental organizations, community-based organizations, and other relevant government services. Ensure compliance with relevant legislation, policies, and ethical standards governing social work practice. Maintain an appropriate administrative system and effective management of physical resources related to renal dialysis services, Pauper burials applications, old age home applications and all other relevant referrals made to the community. Form 22 completion for abscondments and neglect of children. Identify areas for quality improvement and implement initiatives to enhance patient care and outcomes.

ENQUIRIES : Ms S van Wyngaard Tel No: (044) 802-4472

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 38/602 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (ELECTRONICS)**

SALARY : R338 106 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical, Electronics or Clinical Engineering (T, N or S Stream) or registration as an Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of medical and related hospital equipment. Inherent requirements of the job: Ability to work with hand tools and electronic test equipment. Competencies

(knowledge/skills): Knowledge of medical equipment. Ability to fault-find and repair electronic hospital equipment down to component level. Knowledge of health and safety requirements within a technical environment. Good verbal and written communication skills. Computer literacy. Ability to resolve technical problems with accuracy. Knowledge of and ability to use of various tools (hand and power), including dedicated test equipment to carry out functions.

DUTIES : Carry out maintenance and repairs of electronic hospital equipment. Perform acceptance and safety testing on equipment. Calibrate medical equipment. General administration duties as required by Clinical Engineering, write reports, specifications and keep records of departmental activities. Inter-act with hospital staff and private sector employees with regards to services and repairs. Handle general, everyday departmental queries.

ENQUIRIES : Mr. B Williams Tel No: (021) 404-4023

NOTE : No payment of any kind is required when applying for this post.

POST 38/603 : **INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETICS / RESPIRATORY UNIT)**

SALARY : R338 106 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: National Diploma (T- N- or S- Stream) or a B-tech degree (or equivalent) in Mechanical / Mechatronics / Electronic / Electrical or Clinical Engineering. Experience: Appropriate practical experience in the repair and maintenance of equipment in a Clinical Engineering or other Engineering environment and be willing to be trained in-house on ongoing basis. Inherent requirement of the job: Candidate must have the ability to be trained or have experience to operate mechanical machinery i.e. lathe, milling machine, etc. as well as doing minor electronic/electrical repairs by making use of test equipment, i.e. a multi-meter. Active interest in Medical Equipment, like ventilators and anaesthetic machines and repair and servicing thereof. Willing and able to perform physically challenging work. Willing to perform any other task required by you, requested by Clinical Engineering management. Candidate must be willing to assist other technicians in different workshops within Clinical Engineering, if required from time to time. Valid Driver's license Code B. Willing to work over-time if required. Willing to do stand-by duties and callouts if required. Competencies (knowledge/skills): Computer literacy (including excel and word). Proven ability in fault- finding and repair of equipment, including, but not limited to, anaesthetic machines, ventilators, suction units, blenders and other equipment maintained by Clinical Engineering Anaesthetic workshop. Good written and verbal communication. Candidates must have experience to manage, plan and organise maintenance schedules on equipment. Knowledge of the Occupational health and safety act 1993 and its relevant regulations. Understanding of what Clinical Engineering entails. -Basic knowledge of anaesthetic and respiratory life support equipment.

DUTIES : Carry out maintenance, preventative maintenance, repairs and installation of related medical equipment. (Could be after hours or weekends). Liaise with clients and colleagues with regards to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising of work and agree to allocation of work due to operational requirements as determined by Clinical Engineering management. Write reports and assist with the drafting of specifications. Keep up to date records of equipment and activities including acceptance testing, marking and tracking. Ensure compliance with Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Ms M Rossouw Tel No: (021) 938-4634/4952

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview.

POST 38/604 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Riversdale Clinic, Hessequa Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1**: None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms E Braaf Tel No: (028) 713 - 8644

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 38/605 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**
Garden Route District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Ladismith Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the hospital. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of nursing practices and Infection Prevention and Control measures.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.

ENQUIRIES : Ms A Laubscher Tel No: (028) 551-1010

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 38/606 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1**: None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Standby duties, overtime, and to rotate within departments as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms SDL Louis Tel No: (044) 802-4376

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the

prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 38/607 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC)**
West Coast District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Swartland Sub-district (stationed at Malmesbury CDC)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as Professional Nurse. OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to drive mobile when required. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Treatment of patients on Primary Health Care level with regards to Curative Services, ie. Notifiable Diseases, Mental Health and Chronic Diseases. Provide direction and supervision for the implementation of quality comprehensive nursing care within the PHC Context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the PHC team. Utilize human, material and physical resources efficiently and effectively. Participate in training programs and research activities. Maintain workplace discipline of subordinates.

ENQUIRIES : Mr. RA Christoffels Tel No: (022) 482-2729

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.

POST 38/608 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (NEUROLOGY, NEUROSURGERY AND ADULT PSYCHIATRY) (6/8TH)**

SALARY : Grade 1: R309 840 per annum
Grade 2: R361 875 per annum
Grade 3: R423 618 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration

with the HPCSA as Occupational Therapist in respect of RSA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 20 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Experience in Neurology, Neurosurgery and Adult Psychiatry Occupational therapy. Intermediate and advance seating experience. Splinting experience. Experience in student training/supervision. Sound knowledge of relevant national, provincial legislation and various physical conditions. Good interpersonal, organizational, and planning abilities. Able to work well within a team. Good communication skills (written and verbal).

DUTIES : The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment. Performing basic, intermediate and advanced seating assessments for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Measurement and fabrication of pressure garments. Executing appropriate discharge plans in accordance with departmental procedures. Independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.

ENQUIRIES : Ms S Ngemntu Tel No: (021) 938-5062

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).

POST 38/609 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Caledon Hospital, Theewaterskloof Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration as with the SAPC as a Pharmacist Assistant (Post- Basic). **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: A valid driver's license. Willingness to work overtime when necessary. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook) as well as demonstrating experience in using JAC/ WellSky dispensing system. Knowledge of Good Pharmacy Practice and of institutional pharmacy practices and procedures. Knowledge of Medicine Supply Management Principles, including cold chain management. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Patient orientated with excellent interpersonal and communication skills including the ability to communicate with other health care professionals. Ability to plan, manage time effectively,

take accountability, problem solve, innovate, work accurately under pressure and maintain a high standard of professionalism. Ability to take accountability for assigned duties including medicine related queries. Knowledge of Chronic Dispensing Unit, relevant to The Department of Health Western Cape.

DUTIES : Assist with the effective control and provision of pharmaceutical products. Assist with accurate compounding, manipulation or manufacturing of a non-sterile medicine or scheduled substance. Assist with the effective control and distribution of pharmaceutical stock to areas within the facility for stock replacement. Support and assist the Pharmacy Manager with data capturing, record keeping, statistics gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters. Responsible for preparation of prescriptions and assist with the dispensing of medication for individual patient use under direct supervision of a pharmacist as per the Pharmacy Act. Relieve duties within sub district.

ENQUIRIES : Ms JM Van der Westhuizen Tel No: (028) 212-1070

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 38/610 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post Basic). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) or Pharmacist Assistant (Post Basic) (Institutional). Experience: **Grade 1**: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2**: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical- and pharmaceutical- and stock management knowledge. Innovative analytical thinking and the ability to assist in initiating, coordinating, managing and sustaining programmes.

DUTIES : Assists with pharmaceutical service delivery according to legislation and scope of practice. Assists with effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Assists with provision of health information, advice on correct usage and storage of medication. Assists with waste management and rational usage of resources. Compliance with

policy and legislative requirements and Good Pharmacy Practice Guidelines. Assists the pharmacists with the Chronic Dispensing Unit (CDU) processes.

ENQUIRIES : Ms. E Wessels Tel No: (021) 815-8307

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 38/611 : **ADMINISTRATION CLERK: SUPPORT (MEDICO LEGAL SERVICES)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 12 (Senior Certificate or equivalent qualification). Experience: Appropriate experience in a Medico Legal environment. Appropriate office administration experience. Appropriate experience in client care. Competencies (knowledge/skills): Good planning; organisational; interpersonal and communication skills. Ability to meet deadlines. Knowledge of Clinicom. Ability to compile stats and draft reports. Knowledge of Electronic Content Management (ECM). Knowledge of the POPI and PAIA Act. Undergo development courses. Computer literacy in (MS Word, Excel and Outlook).

DUTIES : Deliver an effective and efficient administrative support and reception service. Office management and liaise with external and internal clients. Create, register, update and manage databases and electronic management of records. Request and transfer patient folders via Clinicom. Process client/patient requests and prepare documents for completion by clinical staff in terms if RAF /WCA /SAPS and Insurance. Ensure timeous submission of statistical data, as well as collate and compile monthly report and statistical data. Provide assistance to Supervisor and HOD.

ENQUIRIES : Mr K Stevens Tel No: (021) 404 3238

NOTE : No payment of any kind is required when applying for this post.

POST 38/612 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Chief Directorate; Metro Health Services

SALARY : R237 453 annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management, specifically Asset Management, within an hospital environment. Competencies (knowledge/skills): Computer literacy. Good Numeracy skills. - Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of the Public Financial Management Act (PFMA) and the Accounting Officer's System (AOS). Knowledge of the LOGIS and EPS systems.

DUTIES : Maintain and Update the Asset Register. Procurement and Acquisition Management of Assets. Asset Verification, Reporting and Loss Control. Disposal Management. Administrative, Warehousing and Financial Support.

ENQUIRIES : Ms. C Castles Tel No: (021) 816-8558

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

POST 38/613 : **ADMINISTRATION CLERK: SCM (ACQUISITION MANAGEMENT) (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Competencies (knowledge/skills): Ability to work under pressure. Good communication skills (verbal and written). Computer literacy and have knowledge of related procurement systems, SYSPRO, EPS, ESL Knowledge and understanding of relevant acquisition management legislation and regulations. Knowledge of SCM framework, AO System, Provincial Treasury Instructions, Practice Notes and Delegations issued in terms of section 44 of PFMA.
DUTIES : Communication/Follow-ups and Feedback with Suppliers and End-users. Be an active member of the innovation team within SCM to improve on processes and work methods. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Sourcing of Quotations for Goods and Services via the EPS i.e., Buyouts, mini contracts, staggered orders and procuring from contracts to ensure adequate supply of stock.
ENQUIRIES : Mr JK Pypers Tel No: (021) 404-2338
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 38/614 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Bishop Lavis CHC
REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12(or equivalent). Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Practical computer literacy, especially in the Windows programmes (MS Word, Excel and Outlook). Professional telephone etiquette and office management experience. Ability to work under pressure. Excellent time management, organizational and good interpersonal skills.
DUTIES : Assist with administrative functions related to Personnel recordkeeping, capturing of NIMS related data, minute taking, preparation of documents, telephone messaging, maintain dairy and appointment. Assist Assistant Manager Nursing: PHC, Supervisor, and staff with administrative processes. Effective meeting management (minute taking and logistical arrangements). Maintain registers for statutory registrations (SANC, HPCSA). Presenting of information on request. Distributing and delivering of documents with due dates. Effective administrative support and coordination to departments to ensure efficient operations.
ENQUIRIES : Ms. B Piedade Tel No: (021) 508-4606
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 38/615 : **ADMINISTRATION CLERK: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience of Financial Management within an Hospital environment. Knowledge of the Public Financial Management Act (PFMA). Knowledge of the LOGIS and BAS systems. Competencies (knowledge/skills): Computer literacy. Good Numeracy skills. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Capture Invoices. Capture and Pre-Authorise Payments. Supplier Account Reconciliation. Financial Administration of Sundry Accounts. Financial Records and Filing Management.
ENQUIRIES : Ms. C Castles Tel No: (021) 816-8558
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 38/616 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R237 453 per annum
CENTRE : Kwanokuthula CDC, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime on short notice to meet operational requirements. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Appropriate knowledge of record keeping and the PHCIS policy and procedures. Good communication skills (Written and verbal). Ability to accept accountability and responsibility and to work independently.
DUTIES : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.
ENQUIRIES : Ms JA Stander Tel No: (044) 302-8400
NOTE : No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.

POST 38/617 : **ADMINISTRATION CLERK: WELLNESS, DIVERSITY AND DISABILITY**
Directorate: People Management Practices and Planning

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Ability to travel throughout the province. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Email). Ability to communicate effectively. Planning and organizing skills, Innovative problem-solving skills. Interpersonal skills, numeracy skills and analytical skills.
DUTIES : Provide logistical support and make the appropriate arrangements such as arrange venues, arrange GG transport, catering, documents and other materials for meetings and workshops as required. Assist with research, report writing, compilation and updating of statistics related to activities of the component. Render a wide variety of tasks which include budgetary control, handling of petty cash, travel & subsistence claims as well as assistance with preparation of special projects/events. Set up and dismantle exhibition equipment relating to related events/projects/programmes/activities of the component. Office administration including, answering of telephones, general typing, record keeping, distribution and tracking of documents. Handle procurement of all requirements of the component. Draft minutes of meetings and disseminate for consultation with various stakeholders (internal and external).
ENQUIRIES : Mr L Mazabelana Tel No: (021) 483-6734
NOTE : No payment of any kind is required when applying for this post.

POST 38/618 : **BOILER OPERATOR (BOILER HOUSE) (X3 POSTS)**

SALARY : R201 093 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate and an equivalent recognised valid National Steam Certificate. Experience: Appropriate experience working on large industrial boilers. Inherent requirements of the job: Must have an accredited qualification in the operation of coal fired steam boilers. Required to do standby duties, and work nightshift and overtime. Competencies (knowledge/skills): Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to

learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act. Be able to work under-pressure and be willing to work shifts when required.

DUTIES : Assist Artisan-Foreman with routine maintenance and repairs. Ensure adherence and compliance with Occupational Health standards and the Occupational Health and Safety Act. Ensure correct usage and flow of chemicals. Monitor boiler pressure in accordance with demand. Monitor the water/fuel level of the boiler. Perform administration functions.

ENQUIRIES : Mr K Mgcodo Tel No: (021) 404-6251

NOTE : No payment of any kind is required when applying for this post.

POST 38/619 : **ARTISAN ASSISTANT (ELECTRICAL)**

SALARY : R201 093 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform overtime duty when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations.

DUTIES : Assist Artisans with maintenance, repairs and installation projects of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

ENQUIRIES : Mr. K Mgcodo Tel No: (021) 404-6251

NOTE : No payment of any kind is required when applying for this post.

POST 38/620 : **HOUSEKEEPING SUPERVISOR (X2 POSTS)**

SALARY : R201 093 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirements of the job: Compulsory to work shifts, weekends, public holidays and in other departments. Competencies (knowledge/skills): Ability to communicate effectively. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.

DUTIES : Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilization of resources (physical and financial). Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions Assist in performing ad-hoc duties within the hospital.

ENQUIRIES : Ms L Chenga Tel No: (021) 658-5436

NOTE : No payment of any kind is required when applying for this post.

POST 38/621 : **OPERATOR (REPROGRAPHICS)**

SALARY : R170 226 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate Printing experience. Competencies (knowledge/skills): Good planning, organisational, client care, interpersonal and communication skills. Ability to meet deadlines, Compiling and reporting on statistics. Computer literacy in (MS Word, Excel and Outlook). Undergo development courses.

DUTIES : Deliver an effective and efficient Printing service for the entire Hospital. Effectively finish off all printing requests. Effective office organisation and liaise with external and internal clients. Ensure timeous submission of statistical data,

as well as collate and compile a monthly report. Perform relieve duties when necessary. To relieve the Photocopy Centre and deliver urgent printing requests to remote Departments as well as assisting the Medico-Legal department with urgent copies. Provide assistance to Supervisor and HOD.

ENQUIRIES : Mr K Stevens Tel No: (021) 404-3238
NOTE : No payment of any kind is required when applying for this post.

POST 38/622 : **MEDICAL OFFICER: GRADE 1 TO 3 (SURGERY) (X3 POSTS) (20 SESSIONS PER WEEK) (UNTIL 31 MARCH 2029)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour

CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **-Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime (average 16 hours per week) is mandatory for the permanent/fulltime post. Ensure CPD compliance. Competencies (knowledge/skills): Ability to render a high quality general surgical service. Strong ethical principles with leadership, conflict resolution, organisational & counselling skills. Willingness and ability to teach at undergraduate and post graduate level. Digital systems competency. Enrolment to write General Surgery: FCS Part 1.

DUTIES : Clinical service delivery in general surgery, including management of surgical patients in the emergency center, wards and outpatient department. Pre-operative, intra-operative and post operative care of surgical patients with surgical skills appropriate for the level of experience. Management of inpatient and outpatient referrals as well as after hour management of surgical patients. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities at undergraduate and postgraduate level with participation in the departmental and hospital academic programs. -Actively Involvement in research. Systems input and participation within the Metro East Ecosystem. Contribution to improvement of internal systems within the general surgery service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the general surgical service within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES : Dr A Goliath Tel No: (021) 360-4200; Dr S Gilbert Tel No: (021) 360-4200
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must

apply for a change in registration status). Candidates will be subjected to a practical assessment. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

SOUTH AFRICAN POLICE SERVICE (WESTERN CAPE)

APPLICATIONS : Complete application forms must be hand-delivered to: South African Police Service, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, posted to Private Bag X9004, Cape Town, 8000 or emailed: Recruitment94@saps.gov.za

CLOSING DATE : 06 November 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/623	:	**ADMINISTRATIVE CLERK REF NO: WCOCC1/2026 (X1 POST)** Provincial Operational Command Centre
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administer incoming and outgoing correspondence. Administer logistics, vehicle fleet, leave records, weekly, monthly and quarterly returns. Provide administrative support relating to inspection on buildings, premises, and properties. Maintain, database/filing system/registers Protect integrity of unauthorised access of files/records registers and filing system.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Mzomba Tel No: (021) 409 6584