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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2026
DATE ISSUED 27 NOVEMBER 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS :

STATISTICS SOUTH AFRICA: Kindly note that various posts were advertised in Public Service Vacancy Circular 42 dated 20 November 2026 with a closing date of 04 December 2026, please note that the closing date has been extended to 11 December 2026.

PROVINCIAL ADMINISTRATION: NORTH WEST: PROVINCIAL TREASURY: Kindly note that the following post was advertised in the Public Service Vacancy Circular 42 dated 20 November 2026, Director: Strategic Management Services Ref No: NWFIN/2026/42. The post as advertised are herewith withdrawn.

DEPARTMENT OF CORRECTIONAL SERVICES: Kindly take note that the department has extended the closing date of advertised posts, as they appear in Public Service Vacancy Circular 41 dated 13 November 2026, with a closing date of 30 November 2026. The closing date has been extended to 07 December 2026.

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ANNEXURE A

CENTRE FOR PUBLIC SERVICE INNOVATION

APPLICATIONS	:	Applications must be submitted through CPSI eRecruitment (https://erecruitment.cpsi.co.za). This link is for CPSI applications only. Emailed or hand-delivered/posted/couriered applications will not be considered. Applications received after the closing date will not be considered. CPSI reserves the right not to fill the above-mentioned posts, withdraw a post or place it on hold and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.
CLOSING DATE	:	Friday, 11 December 2026 at 23h59
APPLICATIONS	:	The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI's vision is to enable a solution-focused, effective and efficient public sector. The CPSI plays a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through developing new solutions and unearthing existing innovations for learning and replication. To fulfil this purpose, the CPSI performs the following functions: (1) Providing the Minister (and his portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service innovation. (2) Creating an enabling environment that nurtures, supports and encourages innovation within the South African Government. (3) Initiating, implementing and managing self-sustainable innovation projects in partnership with other government institutions, the private sector and other relevant stakeholders. (4) Implementing special projects that are mandated by the Minister from time to time. It is the intention to promote representivity in the CPSI through the filling of these positions. Applicants must note that the information as required on the new form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document) will be uploaded onto the system during the application process whereafter a form will be generated. Applicants thus do not have to upload a completed and signed new Z83 form. However, please note that failure to upload ALL required information onto the system may lead to disqualification of the application during the selection process. By submitting your application, it also means you consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at their own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to (1) a practical exercise, (2) an integrity assessment, and (3) personnel suitability checks, including criminal records, citizenship or permanent residency verification, financial records, and qualification/study verification. Applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. Include the email addresses of your referees. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment, as well as complete a financial interest declaration within one month of appointment and annually thereafter. CVs received for these posts may be utilised to create a pool of potential applicants for a period of not more than three calendar months from the date of advertisement to fill any vacancy or temporary post in the relevant department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to budget constraints, the CPSI cannot cover travel, subsistence, relocation or resettlement costs associated with recruitment and appointment.

OTHER POSTS

POST 43/01	:	**STATE ACCOUNTANT REF NO: 0005/2026**
SALARY	:	R280 278 per annum (Level 06). Annual progression up to a maximum salary of R330 162 per annum subject to satisfactory performance.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) qualification in Public / Financial Management, Accounting. 1–3 years of relevant experience in public sector financial management, compliance, or audit support. Experience of the Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks. Experience in Public Service Act, Public Service Regulations, GPSSBC Resolutions, Circulars and Practice Notes issued by National Treasury and the Office of the Accountant General. Experience in using BAS, PERSAL and Safety Web.
DUTIES	:	Provide financial support including capturing of payments, journals, entities and debts on BAS, reconciliation of recurring payments, verifying banking details on Safety Web, scanning of payment stubs (manual and electronic filing documents), printing of the day end and monthly reports from Safety Web, managing petty cash for the Organisation. Administer travel and subsistence (T&S) claims including capturing of advances and claims and administration of the travel account, compliance with the T&S policy, recording claims in the register and capturing of claims on PERSAL. Provide financial administration support including checking, filing, scanning and retrieving batches. Provide guidance and ensure adherence to and implementation of finance-related policies and procedures. Personal Profile: Candidates should have office management and computer skills, strong interpersonal skills, and the ability to work effectively in a team. They must demonstrate a sound work ethic, honesty, respect and trustworthiness, together with a strong commitment to client service. Candidates must maintain the confidentiality of sensitive employee information and communicate effectively, both verbally and in writing, with internal and external partners.
ENQUIRIES	:	Finance Practitioner Tel No: (012) 683 2807
POST 43/02	:	**ASSISTANT ADMINISTRATOR: FINANCE REF NO: 0006/2026** (12-month contract)
SALARY	:	R201 093 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) qualification in Financial Management, Public Finance, Accounting. 1–2 years of relevant public service administrative experience in financial, compliance, audit support or corporate services environment. General knowledge of the Public Service finance environment. Basic exposure to BAS, LOGIS, PERSAL, VULINDLELA.
DUTIES	:	Provide effective and efficient office administration and logistical support to the finance team. Provide finance administration support. Check, file, scan and retrieve batches. Administer T&S claim and accounts. Assist with the development and implementation of internal policies. Personal Profile: Candidates should have office management and computer skills, strong interpersonal skills, and the ability to work effectively in a team. They must demonstrate a sound work ethic, honesty, respect and trustworthiness, together with a strong commitment to client service. Candidates must maintain the confidentiality of sensitive employee information and communicate effectively, both verbally and in writing, with internal and external partners.
ENQUIRIES	:	Finance Practitioner Tel No: (012) 683 2807
POST 43/03	:	**ASSISTANT ADMINISTRATOR: HR REF NO: 0007/2026** (12-month contract)
SALARY	:	R201 093 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate/Grade 12 certificate. A recognised diploma (NQF level 6) in HR. 1–2 years of relevant public service administrative experience in human resources, compliance and audit support. Basic exposure to PERSAL, Payroll, leave and performance management. Knowledge of ethics in the public service. Knowledge of stores and stock management.

DUTIES	:	Provide effective and efficient HR and office administration support to the HR team. Assist with HR documents: file and scan. Assist with leave and recruitment management. Assist with HR-related compliance timeframes. Assist with the implementation of HR policies. Assist with facilities management. Personal Profile: Candidates should have office management and computer skills, strong interpersonal skills, and the ability to work effectively in a team. They must demonstrate a sound work ethic, honesty, respect and trustworthiness, together with a strong commitment to client service. Candidates must maintain the confidentiality of sensitive employee information and communicate effectively, both verbally and in writing, with internal and external partners.
ENQUIRIES	:	HR Practitioner Tel No: (012) 683 2805

ANNEXURE B

DEPARTMENT OF DEFENCE



CLOSING DATE : 11 December 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

NOTE : It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote presentively in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including 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 competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability check (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 43/04 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (X7 POSTS)**

SALARY : R487 197 – R584 370 per annum (Level 09)

CENTRE : Financial Management Division, Chief Directorate Budget Management, Sub-directorates: Corporate Staff, Log Division FMO Ref No: FMD/03/43/26/01, Pretoria.
SA Army Budget Management: ADA FMN AM (X1 Post) and Command Division (X2 Posts) Ref No: FMD/03/43/26/02 (X3 Posts), Pretoria.

Defence Secretariat FMO, Def Sec BMO DAFA DNA Ref No: FMD/03/43/26/03, Pretoria.
SA Air Force, Air Command, C&C Sys Gp BM, Ref No: FMD/03/43/26/04, Pretoria.
Corporate Staff, Military Police Division FMO, Ref No: FMD/03/43/26/05, Pretoria.

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, plus a minimum of three years National Diploma (NQF Level 6) in Finance/Accounting as recognised by SAQA. A minimum of three (3) years supervisory experience in the Budget Management environment. Special requirements/Skills needed: Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management are essential. Knowledge of Departmental Financial Management System (FMS) or any other financial systems, report writing system, Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Auditing, Risk Management, Costing and Occupational Health and Safety (NOSA) and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required.

DUTIES : The provisioning of a financial management service within the AoR. The controlling of the execution of the financial plan. The application of budget management policies and instructions. Provide the FMS service to the AoR (Mainframe). Maintain the Financial Delegation Regime. Provide assistance related to financial matters. The provisioning of a budget management service for the MTEF process. Facilitate the financial aspects of the MTEF planning process to finalise the S/D Business Plan and Annual Performance Plans. Participate in the client environmental analysis and make recommendations pertaining to financial risks. Provide the financial management inputs to the commander's brief. Formulate inputs to the commanders brief. Assist with the preparation of the EOE. Participate in the process to finalise Annual performance Plan. Coordinate the evaluation of the Budget Submission. Provide an expenditure and revenue budget control service to the Service / Division: Institutionalise internal control mechanisms. Define the monitoring and evaluation protocols. Execution of the monitoring and evaluation protocol. Ensure compliance of administrative process wrt all Budget Control prescripts and regulations. Control direct debit expenditure. Ensure adjustment of the budget. Provide Fin Man Advice to the Service/Division. Provide Financial Management advice for the strategic management process. Ensure BH support for all financial management matters. Provide financial advice for informed decision making. Provide Financial Management direction at the Command level in the area of responsibility. The provisioning of support for financial reporting and financial analysis. Define the Financial reporting requirements in area of responsibility (standard & specific/ad hoc). Develop reports. Interpret report and make recommendations to support managerial decisions. Communicate the financial reports to clients and subordinate. Provide the support for management of financial governance risk and compliance. Managed financial management audit queries. Participate in the process to define financial GRC risks. Evaluate and maintain the internal control system wrt financial governance and risks. Provide all audit financial management information required for area of responsibility. Implement the recommendations related to financial management from audit action plan. Support the process to report financial misconduct. Administer the allocated resources: Direct the budget management service in the area of responsibility. Maintain the budget management capability in the area of responsibility. Well administered budget management human resource component in area of responsibility. Support the budget management capability. Ensure compliance with Occupational Health and Safety standards within allocated facilities.

ENQUIRIES : Ms O.M. Gopane Tel No: (012) 355 5808

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za
In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception Please use reference number not post number.

POST 43/05 : **ASSISTANT DIRECTOR S&T: REF NO: FMD/03/43/26/06**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments
Subsistence & Travel (S&T) Section

SALARY : R487 197 – R584 370 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, plus a minimum of three years National Diploma (NQF Level 6) in Finance/Accounting as recognised by SAQA. A minimum of three (3) years supervisory experience in the Finance/Accounting environment. Special requirements/Skills needed: Sound knowledge of Public Finance Management Act (PFMA), Government Regulations, Treasury Instructions and other policies and prescripts applicable to the management and accounting of Subsistence and Transport (S&T) processes claims. Thorough understanding, interpretation and the application of financial policies and processes in the Public Service. Basic Knowledge of core processes including proven ability to work effectively and very accurate with figures. Decisive and persevering in terms of task finalization and able to work accurately under pressure. Willing/able to work after hours when required. Oriented towards teamwork but also able to operate individually. Special requirements (skills needed): Computer literate in MS Word, Public Service/Private financial systems, e.g. DOD PERSOL System or PERSAL as well as Spreadsheets, Excel and PowerPoint. Well-developed communication skills.
DUTIES : Manage, oversee and administer Subsistence and Transport (S&T) claims and documents in terms of all personnel in the Department of Defence (DOD). Drafting and submitting monthly reports to the Deputy Director Personnel Payments (DDPP) with regard to the following tasks and responsibilities: declaration of outstanding amounts from salaries. Successful execution of monthly and annual closures. Correct administration of claims. Reporting, investigating and follow up of all finance related irregularities. Evaluate and maintain the security measures on the system. Training of all subordinates and managing assets and materials. Timely finalization of all related accounts and S&T related transactions information and substantiating documentation on the mainframe as well as on internal computer systems and on file. Attend to Internal and external Auditors. Reply to AG and ensure that audit queries are answered within the prescribed time frame and implement corrective measures. Ensuring effective execution of prescribed accounting processes related to the payments (S&T).
ENQUIRIES : Mr J.G. Lottering Tel No: (012) 392 2413
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za
In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception Please use reference number not post number.

POST 43/06 : **SENIOR STATE ACCOUNTANT REF NO: FMD/03/43/26/07**
Finance Management Division
Chief Directorate: Accounting
Directorate: Central Accounts
Sub-Directorate: Accounts Control

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent plus National Diploma in Finance/Accounting (NQF Level 6). A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of Financial Management System (FMS). MS Office programs (Excel and PowerPoint). Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering iro task finalisation and able to

effectively function under pressure to meet set target dates. Very conscientious and motivated towards producing effective, efficient and accurate outcomes.

DUTIES : Compile quarterly/annual financial statements in terms of Modified Cash Standard (MCS). Liaise and correspond with the Auditor-General (AG) National Treasury and Arms of Service in the Department of Defence (DOD). Manage and reconcile Main Ledger Accounts. Compile monthly financial reports. Attend to audit queries. Ensure that deadlines are met. Sound presentation skills. Interpretation, formulation and coordination of accounting policy in the DOD as prescribed in the Public Finance Management Act (PFMA) Treasury Regulations. Managing and supervising personnel who resort under the control of the post.

ENQUIRIES : Ms C. Halvey Tel No: (012) 392 2729

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X13, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za
In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 43/07 : **SENIOR STATE ACCOUNTANTS (X2 POSTS)**
Finance Management Division
Chief Directorate: Budget Management: Corporate Staff

SALARY : R413 001 – R486 501 per annum (Level 08)

CENTRE : FMO, CSANDF/CCS/MPSP FMO Ref No: FMD/03/43/26/08, Pretoria
J Ops Interns Ops, Ref No: FMD/03/43/26/09, Pretoria

REQUIREMENTS : Grade 12 certificate (NQF Level 4) or equivalent plus National Diploma (NQF Level 6) in Finance / Accounting/Internal Auditing as recognised by SAQA. A minimum of three (3) year's supervisory working experience in Budget Management. Special requirements/Skills needed: Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management essential. Knowledge of Departmental Financial Management system (FMS) or any other financial systems, report writing system, Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Auditing, Risk Management, Costing and Occupational Health and safety (NOSA) and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required.

DUTIES : Provisioning of a financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the FMS (mainframe) service to area of responsibility. Ensure compliance to delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice to area of responsibility. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the

Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities. Ensure compliance in own workspace. Take minutes wrt financial management proceedings and appointments.

ENQUIRIES : Ms O.M. Gopane Tel No: (012) 355 5808

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za

In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception Please use reference number not post number.

ANNEXURE C

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 : 11 December 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an 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 applicant's 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-entryprogramme. 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. 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).

ERRATUM: Please be advised that the position of a Deputy Director: Occupational Therapy, referenced as HR4/4/4/10/19, located at Provincial Office, Gauteng which was advertised in the Public Service Vacancy Circular

42 of 2026 dated 13 November 2026, with a closing date of 27 November 2026, has been withdrawn. For inquiries, please contact Mr S Mdluli Tel: 012 406 5613/ 067 424 6655

MANAGEMENT ECHELON

POST 43/08 : **DIRECTOR- GENERAL REF NO: HR4/26/12/24HO**
(Five (5) year performance based fixed term contract)
Re-advertisement, applicants who previously applied must re-apply.

SALARY : R2 446 749 per annum, all- inclusive remuneration, plus a 10% non-pensionable allowance payable to Heads of Department (HoDs)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A qualification at NQF Level 8 as recognised by the South African Qualifications Authority (SAQA) in Public Management / Public Administration / Labour Relations / LLB / Business Administration / Business Management. Valid driver's license. Ten (10) years of experience at Senior Managerial level. Successful completion of the Nyukela Public Service (SMS) Pre-Entry Programme endorsed by NSG is a prerequisite for appointment. KNOWLEDGE: Constitution of the Republic; National Development Plan; Public Service Act and Regulations; Public Service Administrative Management Act; Public Finance Management Act and relevant treasury regulations; Auditor General Prescripts; Labour Relations Act; Basic Conditions of Employment Act; Employment Equity Act; Unemployment Insurance Act (UIA); Compensation for Occupational Injuries and Diseases Act (COIDA); Occupational Health and Safety Act and regulations; International politics and relations; South African Foreign Policy; Departmental policies and procedures; Batho Pele principles. Thorough understanding of the Global and South African labour market. Knowledge of public service transformation and management issues, Employment Equity Act. Skills: Superior leadership, Excellent written and verbal communication, Ability to interact with people at all levels; Strong public speaking; Proven change management and capability; Analytical, organizational, and interpersonal; Complex stakeholder management skills, especially at the intergovernmental level; Innovative and creative thinking; Strategic coordination; Project management; Policy formulation and computer literacy. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Thorough understanding of the global and South African labour market; Understanding of public service transformation and management issues; Good understanding of the workings of parliament and statutory bodies.

DUTIES : Provide strategic leadership and direction in delivering the department's mandate. Provide strategic leadership on administration, executive support and corporate services. Oversee the provision and management of Intergovernmental Relations, strategic management, governance and risks services. Oversee the delivery of Inspection and Enforcement Services (IES) nationwide. Implement Public Employment Services (PES) across the country. Lead Labour Policy and Industrial Relations (LP&IR) to support the department's mandate. Oversee the formulations, implementation and evaluation of Unemployment Insurance Act (UIA) and Unemployment Insurance Contributions Act (UICA), including the implementation of poverty alleviation schemes and programs. Oversee the formulation, implementation and evaluation of the Compensation for Occupational Injuries and Diseases Act (COIDA), including the implementation of poverty alleviation schemes and programs.

ENQUIRIES : Ms MM Matyila Tel No: (012) 309 4026

APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za

POST 43/09 : **DIRECTOR: PROVINCIAL SUPPORT REF NO: HR4/4/3/3DPS/UIF**

SALARY : R1 317 384 per annum, (all- inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA in Operations Management / Operations Research / Public Management / Business Administration / Public Administration / Administrative Management / Finance. Pre-entry certificated for Senior Management Services. Five (5) years of

experience at a middle/senior managerial level in Operations/ Social Security/ Insurance Operation environment. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Public Service Regulation (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access of Information (PAIA). Management information system. Business analysis. Operational analysis. Skills: Communication. Computer literacy. Listening. Analytical. Presentation. Problem Solving. Numeracy. Report Writing. Interpersonal. Time Management. Planning and organizing. People Management. Decision Making skills. Facilitation skills. Project management. Financial management.

DUTIES : Strategically provide statistic information services for provincial operations. Oversee operations system support to all relevant users in the Fund. Oversee operations support services to provinces. Manage resources within the Directorate.

ENQUIRIES : Ms KJ Mothibedi Tel No: (012) 337 1614

APPLICATIONS : Direct your applications to: Jobs-UIF2@labour.gov.za

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

POST 43/10 : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/4/10/10**

SALARY : R1 317 384 per annum, (all- inclusive)

CENTRE : Mmabatho Provincial Office

REQUIREMENTS : A qualification at NQF level 7 as recognized by SAQA B. Degree/B-Tech/ Adv. Diploma in Chemical Engineering/ Electrical Engineering / Construction Engineering / Mechatronics Engineering / Environmental Health / BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/Auditing. Valid driver's license. Five (5) years of experience at middle/senior managerial level in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures. Batho Pele Principles. PFMA. LRA. BCEA. Public Service Act and Regulations. SDLA. OHS Act and Regulations. COIDA. UIA. Ul Contribution Act. Skills Development Act. Employment Equity Act. Immigration Act. Sectorial Determination. Skills: Facilitation skills. Planning and organizing. Computer literacy. Interpersonal Skills. Problem-solving skills. Interviewing skills. Presentation skills. Research skills. Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

ENQUIRIES : Mr MT Mokoena Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand-deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW1@labour.gov.za

NOTE : EE target: Priority will be given to African Male, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female.

OTHER POSTS

POST 43/11 : **SPECIALIST: EMPLOYMENT STANDARDS REF NO: HR4/4/10/11**
Re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY : R1 101 468 per annum, (all inclusive)

CENTRE : Mmabatho Provincial Office

REQUIREMENTS : A qualification at (NQF 6) as recognised by SAQA in B-Proc/ B-Juris/Labour Relations/Industrial Relations/Labour Law/Employment Relations/ B-Com Law/BA Law/LLB. Valid driving license. Five (5) years' experience of which two (2) years at Assistant Director level and three (3) years functional experience in Inspection and/or enforcement of employment laws. Knowledge: Public service and management issues. Ability to convert policy into action. Public service Regulation and Relevant prescripts. Departmental policies and procedures. Corporate governance. Batho Pele Principles. Public Service Act. National Minimum Wage Act. Basic Conditions of Employment Act and Sectoral Determinations. Employment Equity Act. Employment Service Act. Skills:

		Facilitation. Planning and Organizing. Computer literacy. Interpersonal. Problem Solving. Interviewing, listening and observation. Presentation. Innovative. Analytical. Research. Project management. Report writing. Time management. Negotiation.
DUTIES	:	Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.
ENQUIRIES	:	Ms NM Ndamane Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW2@labour.gov.za
NOTE	:	EE target: Priority will be given to African Male, Coloured Male, Indian Male, Indian Female, White Male, White Female.
POST 43/12	:	**DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/09/27**
SALARY	:	R932 292 per annum, (all -inclusive)
CENTRE	:	Provincial Office: KwaZulu Natal
REQUIREMENTS	:	A qualification at NQF 6 as recognised by SAQA in Business Management / Business Administration / Public Administration / Public Management / Accounting / Cost & Management Accounting / Financial Management/Auditing or Supply Chain Management / Logistics Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Five (5) years 'experience of which two (2) years at Middle Management level (Assistant Director level) and three (3) functional experience in Administration, Financial Management, Supply Chain Management or Facilities Management Environment. Knowledge: White paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principle. Departmental policies and prescripts. Knowledge of PFMA. Treasury Regulations and the Budget Guidelines. Knowledge of Word, Excel, PowerPoint and Outlook. Skills: Leadership. Interpersonal relation. Presentation. Planning and organising. Assertiveness. Computer Literacy. Accounting. Innovative. Analytical. Negotiation. Project Management. Strategic management. Ability to build high performance team. Diversity facilitation. Verbal and Written Communication.
DUTIES	:	Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for Financial control and accounting in the Province. Manage the administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province. Manage resources and ensure sound financial management of the sub-directorate.
ENQUIRIES	:	Dr N Kahla Tel No: (031) 366 2000
APPLICATIONS	:	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- Coloured males, Coloured Females, Indian females, White females and males are encouraged to apply.
POST 43/13	:	**PRINCIPAL INSPECTOR CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/8/1032**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF 7) in Civil/ Construction Engineering. Four (4) years functional experience in Civil/ Construction services. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. OHSAS. OHS standards. OHS Management System. Skills: Facilitation, Planning and organizing, Computer Literacy, Interpersonal, Problem Solving, Communication, Innovative, Analytical, Research, Project Management.

DUTIES	:	Provide inputs into development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr. M Luxande Tel No: (051) 505 6325
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPICC@labour.gov.za
NOTE	:	EE targets -African Males, African Females and African with Disabilities, Coloured Males, White Males and White Females.
POST 43/14	:	**PRINCIPAL INSPECTOR EMPLOYMENT EQUITY REF NO: HR 4/4/8/1033**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ Management/ BCOM Law/ LLB/ Labour Law. Four (4) years functional experience in compliance/ legal or EE inspections. A valid driver's licence. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Finance Management Act (PFMA). Public Service Regulations, Employment Equity Act. COIDA. Skills: Planning and organizing, Computer Literacy, Problem Solving, Interviewing listening observations, Presentation, Research, Project Management, Analytical, Innovative.
DUTIES	:	Monitor implementation of programme, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspection into complex cases that have not been resolved or referred to ensure compliance with Employment Equity and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the Unit.
ENQUIRIES	:	Mr M Luxande Tel No: (051) 505 6325
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPIEE@labour.gov.za
NOTE	:	EE targets -African Males, African Females and African with Disabilities, Coloured Males, White Males and White Females.
POST 43/15	:	**ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) REF NO: HR4/4/10/12 (X10 POSTS)** (36 Months Contract)
SALARY	:	R605 742 per annum, plus 37% in lieu benefits
CENTRE	:	Mmabatho Provincial Office
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 License will be an added advantage. Four (4) year' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be at a supervisory level. Knowledge: Treasury Regulations. Public Service Act (PSA). Public Service Regulations (PSR). Basic Conditions of Employment (BCEA). Public Financial Management Act (PFMA). Protection of Personal Information Act (POPIA). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Skills: Driving skills, Computer, Report writing, People Management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory skills, Presentation Skills, Numeracy Skills, Analytical Skills.
DUTIES	:	Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.
ENQUIRIES	:	Ms NM Ndamane Tel No: (018) 387 8195

APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@LABOUR.gov.za
POST 43/16	:	**ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR4/4/10/680** Re-advertisement, applicants who previously applied need to re-apply
SALARY	:	R487 197 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Communication Science/Marketing/Public Relation/Media studies and Journalist. Valid driver's license. Two (2) years supervisor experience. Two (2) years functional experience in a media/public relations/ marketing/communication service. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Basic knowledge of all legislations, Project Management, Botho Pele Principles. Skills: Planning, Organizing, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management.
DUTIES	:	Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach, Programmes, outside broadcasts, national commemorative days etc. (yearly).
ENQUIRIES	:	Ms. B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC4@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males and White Males
POST 43/17	:	**ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/1/15** (Three (3) Year Contract)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	An undergraduate qualification in Risk Management/ Internal Audit / Accounting/ Taxation/ Cost and Management Accounting / Economics/ Forensic Investigation Management at NQF Level 6 as recognized by by South African Qualification Authority (SAQA). Four (4) years' experience of which two (2) years' must be functional and two (2) years' at Supervisory level in Risk Management environment. A valid Driver's License. Knowledge: Public Finance Management Act (PFMA), Prevention and Combating of Corrupt activities Act, National Treasury Regulations, Public Sector Risk Management (ERM) Framework, Public Service Act (PSA), Public Service Regulations (PSR), Basic Conditions of Employment Act, Labour Relations, Employment Equity Act. Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Analytical, Planning and organizing.
DUTIES	:	Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund. Manage resources (Human, Financial, Equipment/ Assets).
ENQUIRIES	:	Mr TM Ramatsetse Tel No: (043) 701 3000
APPLICATIONS	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
POST 43/18	:	**SENIOR ADMINISTRATION OFFICER: OPERATIONS (X2 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Butterworth but stationed at Ngqamakwe Satellite Office Ref: HR4/4/5/01 (X1 Post)

Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR 4/4/6/01 (X1 Post)

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

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

ENQUIRIES : Ms N Getyeza Tel No: (047) 491 0656

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za

NOTE : EE targets-African Males, Coloured Males, White Males, White Females are encouraged to apply.

POST 43/19 : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/10/110**

SALARY : R413 001 per annum

CENTRE : eMaxesibeni Labour Centre

REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) / Public Administration/ Business Management / Public Management. A valid driver's license. Two (2) years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Ms L Nongena Tel No: (039) 254 7201

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X530, eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni 4735. Email: Jobs-ECMTA@labour.gov.za

NOTE : EE targets-African Males, Coloured Males, White Males, White Females are encouraged to apply.

POST 43/20 : **SENIOR RISK MANAGEMENT OFFICER REF NO: HR4/4/1/16**
(Three (3) Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Eastern Cape Provincial Office

REQUIREMENTS : An undergraduate qualification in Risk Management/ Internal Audit/ Accounting/ Taxation/ Cost and Management Accounting/ Economics/ Forensic Investigation Management at NQF Level 6 as recognized by South African Qualification Authority (SAQA). Two (2) years functional experience in Risk Management/ Internal Audit/ Accounting/Economics environment. A valid Driver's License. Knowledge: Public service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Batho Pele Principles, Risk Management Policies and Strategy, Unemployment Insurance

Act (UIA), Unemployment Insurance Contributions Act (UICA) Criminal Procedure Act, Basic Conditions of Employment Act (BCEA). Skills: Conflict Management, Communication, Presentation, Problem Solving, Planning and Organizing, Report writing, Computer Literacy, Interpersonal, Analytical.

DUTIES : Implement of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources (Human, Equipment, Assets and Finance) in the Sub-Unit.

ENQUIRIES : Mr TM Ramatsetse Tel No: (043) 701 3000

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za

POST 43/21 : **SENIOR FRAUD INVESTIGATION AND ANTI-FRAUD OFFICER REF NO: HR4/4/1/17**
(Three (3) Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits

CENTRE : Eastern Cape Provincial Office

REQUIREMENTS : An undergraduate qualification in Risk Management/ Internal Audit/ Risk and Security/ Accounting/ Taxation/ Cost and Management Accounting Forensic Investigation Management at NQF Level 6 as recognized by South African Qualification Authority (SAQA). Two (2) years functional experience in the Fraud and anti-corruption/ Risk Management environment. A valid Driver's License. Knowledge: Public service Act (PSA), Promotion of Access to information Act (PAIA), Public Finance Management Act (PFMA) Labour Relations Act (LRA), Prevention of Organized Crime Act, Fraud and Corruption Legislative Framework, Labour Relations Act (LRA) Basic Condition of Employment Act (BCEA), Unemployment Insurance Act (UIA) Unemployment Insurance Contributions Act (UICA), Investigate Principles and Practices. Skills: Conflict Management, Analytical and Creativity, Communication, Computer literacy, Presentation, Report writing, Time Management, Planning and Organizing, Problem Solving.

DUTIES : Implement and Corruption Prevention Strategies. Conduct Investigation on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment and Labour and external stakeholders on Fraud Prevention measures. Supervise resources (Human, Finance, Equipment, Assets) in the Division.

ENQUIRIES : Mr TM Ramatsetse Tel No: (043) 701 3000

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za

POST 43/22 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/10/681**

SALARY : R413 001 per annum

CENTRE : Bellville Labour Centre: Western Cape

REQUIREMENTS : A three (3) year tertiary qualification in, Mechanical Engineering. Valid Driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and 21 procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Employment Equity Act-relevant key elements, Basic Conditions of Employment Act-relevant key elements, Relevant guidelines of the aforementioned legislation. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and

		enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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. B. Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-BELL@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males and White Males
POST 43/23	:	**SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (X5 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: De Doorns Satellite Office- Ref NO: HR4/4/10/682 (X2 Posts) Labour Centre: Ceres Satellite Office Ref NO HR4/4/10/683 (X3 Posts)
REQUIREMENTS	:	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.
DUTIES	:	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WS@labour.gov.za
NOTE	:	EE targets- Priority will be given to Coloured Males and White Males
POST 43/24	:	**ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/10/684**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Services Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, communication, listening, computer literacy, time management, analytical, interpersonal, report writing, planning and organising.
DUTIES	:	Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC4@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/25	:	**SUPERVISOR: CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/686**
SALARY	:	R413 001 per annum

CENTRE	:	Cape Town Labour Centre: Western Cape
REQUIREMENTS	:	Three (3) year tertiary qualification in Customer Services / Management / Customer Relations / Contact Centre Management / Office Administration Management / Communication/Marketing. Two (2) years functional experience in customer care/client service environment. Knowledge: All Legislations and Regulations. Private Employment Agency regulations and related ILO conventions. Batho Pele Principles. Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer literacy, Basic interpersonal skills, Listening Skills, Communication Skills, Ability to interpret legislation, Telephone etiquette, Mediation skills.
DUTIES	:	Monitor and oversee the help desk at the first port on entry within the COID service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-CTN@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Western Cape
NOTE	:	EE targets- Priority will be given to White Males.

POST 43/26	:	**SENIOR PRACTITIONER: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/1SPPICM/UIF**
SALARY	:	R413 001 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Management Services / Operations Management/ Production Management / Industrial Engineering/ Works-Study/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' functional experience in Change Management or Organizational Development environment. Knowledge: Change Management principles and methodologies. Change Management Framework. Skills: Communication (Verbal and Written). Facilitation. Punctuality. People Management. Problem Solving. Computer Literacy. Time Management. Analytical. Presentation. Interpersonal. Report Writing. Panning and Organizing.
DUTIES	:	Diagnoses organizational, individual culture and organizational climate within the Fund. Participate in the implementation of the change management strategy. Administer the implementation of change impact and change readiness assessments tools and instruments. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
ENQUIRIES	:	Mr AM Napo Tel No: (012) 337 1951
APPLICATIONS	:	email: Jobs-UIF6@labour.gov.za
NOTE	:	EE target -priority will be given to African Males, White Males and Persons with disabilities are encouraged to apply

POST 43/27	:	**SENIOR STATE ACCOUNTANT: TRADE CREDITORS REF NO: HR4/4/3/1SSATC/UIF (X3 POSTS)** (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Accounting /Auditing / Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Finance environment. Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (AX-One, BAS, etc.). HR System (PERSAL). Financial Systems Skills: Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Accounting. Report Writing. Planning and organizing. Analytical. Financial Management. Creative.
DUTIES	:	Process payment of internal and external invoices and monthly DEL claims within prescribed time frames. Reconcile financial records to maintain accuracy and completeness. Track and report on performance against predetermined

		targets. Administer and process financial statements and annual reporting. Ensure compliance and internal control practices in accordance with applicable legislation, policies and financial prescripts. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
ENQUIRIES	:	Ms AN Rabothata Tel No: (012) 337 1753
APPLICATIONS	:	email: Jobs-UIF4@labour.gov.za
POST 43/28	:	**SENIOR PRACTITIONER OCCUPATIONAL HEALTH AND SAFETY HR4/4/3/1SPOHS/UIF** (Three (3) Years Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Occupational Health and Safety/ Health and Safety/ Safety Management/ Environmental Management/ Environmental Health at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Occupational Health and Safety (OHS) environment. Knowledge: Public Service Regulation (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Occupational Health and Safety Act (OHSA). Public Finance Management Act (PFMA). Code of Ethics. Batho Pele Principles. Safety procedure guidelines. Fire equipment standards prevention procedures. Safety auditing. Control of access to Public Premises and vehicle Act. Disaster Management. All labour Legislation Skills: People Management. Problem Solving. Presentation. Planning and Organizing. Analytical skills. Communication, Computer Literacy. Report Writing. Creativity.
DUTIES	:	Maintain Safety, Security and Health of the Staff in all UIF building. Implement the requirements for Safety Health and Environment (SHE) Programme. Conduct occupational Health and Safety (OHS) Risk Assessments. Conduct OHS investigations at UIF offices including investment properties (Bisho and Thohoyandou). Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr SR Phala Tel No: (012) 337 1772
APPLICATIONS	:	email: Jobs-UIF9@labour.gov.za
POST 43/29	:	**PERSONAL ASSISTANT DG'S OFFICE REF NO: HR4/26/12/01HO (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Director-General. Render a secretariat service at the Office of the Director-General. Assist in monitoring and maintaining the budget including the supply chain for the Office of the Director-General. Facilitate and coordinate all logistical and resource requirements of the Office of the Director-General. Provide Management Information and records management services in the Office of the Director -General. Track and monitor projects tasks within the Office of the Director-General.
ENQUIRIES	:	Adv M Ntleki Tel No: (012) 309 4264
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ16@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Male and Female, Coloured Male and Female, Indians Male and Female, People living with disabilities and White Female.

POST 43/30	:	**PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR ICT REF NO HR4/26/12/02HO**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Directorate: ICT. Render a secretariat service at the Director: ICT Assist in monitoring and maintaining the budget including the supply chain for the Director. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Chief Directorate/Directorate: ICT. Track and monitor projects tasks within the Chief Directorate/Directorate.
ENQUIRIES	:	Mr V Sirkisson Tel No: (012) 309 4066
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ17@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Male and Female, Coloured Male and Female, Indian Female, People living with disabilities and White Female.
POST 43/31	:	**PERSONAL ASSISTANT: CDPM&E REF NO HR4/26/12/03HO (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Chief Directorate: Planning Monitoring & Evaluation/ Office of the DDG Operations. Render a secretariat service at the Chief Director: PM&E/ Office of the DDG: Operations. Assist in monitoring and maintaining the budget including the supply chain for the Chief Directorate PM&E/Office of the DDG: Operations. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/ Office of the DDG: Operations. Provide Management Information and records management services in the Office of the Chief Director: PM&E / Office of the DDG Operations. Track and monitor projects tasks within the Chief Directorate: PM&E /Office of the DDG: Operations.
ENQUIRIES	:	Ms NFN Sigaba Tel No: (012) 309 4545
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street Email: Jobs-HQ12@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Males, Coloured Male and Female, Indians Male and Female, People living with disabilities and White Male and Female.
POST 43/32	:	**PERSONAL ASSISTANT: OFFICE OF THE CHIEF DIRECTOR: HRM REF NO: HR4/26/12/04/HO**
SALARY	:	R338 106 per annum

CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Office Management (Management, Management Assistant, Office Management and Technology, Local Government Management, Administrative Management)/ Information Management/ Information Science/ Public Management/ Public Administration /Business Administration/ Business Management /Bachelor of Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both verbal and written, Computer, Telephone etiquette, Organizing, Decision making, Analytical, Project Management.
DUTIES	:	Provide receptionist support to the Directorate: ICT. Render a secretariat service at the Chief Director. Assist in monitoring and maintaining the budget including the supply chain for the Chief Director. 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.
ENQUIRIES	:	Ms MM Matyila Tel No: (012) 309 4026
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street Email: Jobs-HQ14@labour.gov.za
NOTE	:	EE targets-Priority will be given to African Male, Coloured Male, Indian Female, People living with disabilities and White Male and Female.
POST 43/33	:	**CHIEF REGISTRY CLERK REF NO: HR4/4/10/685**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year tertiary qualification in / Public Management/ Administration. One (1) year in Operations. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and Organizing.
DUTIES	:	Supervise and provide registry counter services, Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filling and record management services. Supervise the processing and process documents for archiving and disposal. Supervise human resources/staff.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: Po Box 872, Cape Town, 8000 or hand Deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC4@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/34	:	**EMPLOYER AUDIT OFFICER REF NO: HR4/4/10/687**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A Valid Driver's license One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contributions Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management and Verbal and written communication skills.
DUTIES	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluates impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr

		Riebeeck and Long Street, Cape Town. Email: WCJobs-WC6@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/35	:	**BCEA INSPECTOR (X2 POSTS)** [Re-advertisement, applicants who previously applied must to re-apply]
SALARY	:	R338 106 per annum
CENTRE	:	Bellville Labour Centre- Ref No: HR4/4/10/688 (X1 Post) Mossel Bay Labour Centre-Ref No: HR4/4/10/689 (X1 Post)
REQUIREMENTS	:	Three (3) year relevant tertiary qualifications in Labour Relations/Bcom Law/LLB. One (1) year functional experience in Inspection and enforcement services. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Occupational Health and Safety Act, Unemployment Insurance Act, UI Contributions Act. Skills: Facilitation, Planning and Organizing (Mainly for own), Computer Literacy, Interpersonal Skills, Conflict handling skills, Negotiation Skills, Problem Solving Skills, Interviewing, listening and observing 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	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Bellville Labour Centre: WCJobs-BELL@LABOUR.gov.za Mossel Bay Labour Centre: WCJobs-MBY@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/36	:	**PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/690**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office, Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Human Resources Management. One (1) to two (2) years functional experience doing the Human Resources Management services. Knowledge: All Labour Legislations. Departmental policies and procedure. HR related systems. Public Service Act. Batho Pele principles. Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organizing, Supervisory, Time management.
DUTIES	:	Render recruitment and selection process. Process and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries. Supervise all resources within the Section.
ENQUIRIES	:	Ms. B. Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC3@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/37	:	**PRACTITIONER: FLEET MONITORING AND INSPECTION OFFICER REF NO:HR4/4/10/691**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office, Western Cape
REQUIREMENTS	:	Three (3) year relevant tertiary qualifications in Transport/Fleet Management. A Valid Driver's license. Knowledge: Procurement, serving operation,

		maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Technical aspects of field of speciality. Skills: Communication (Oral and written communication skills). Coordination. Planning and organisation. Report writing. Computer (Operation of a computer and assigned software). Monitoring and evaluation. Time management.
DUTIES	:	Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the Province. Perform general administrative tasks in respect of fleet operations.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-WC3@LABOUR.gov.za
NOTE	:	EE targets- Priority will be given to White Males.
POST 43/38	:	**INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/1/11**
SALARY	:	R280 278 per annum
CENTRE	:	Qonce Labour Centre
REQUIREMENTS	:	Three years' qualification Labour Relations/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (own work), Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
DUTIES	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. reports and compilation of statistics on allocated cases.
ENQUIRIES	:	Mr. L Mduduma Tel No: (043) 718 8380
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za
NOTE	:	African Males, Coloured Males, White Males, White Females are encouraged to apply.
POST 43/39	:	**CLIENT SERVICE OFFICER: UIF (X6 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Butterworth Labour Centre Ref: HR4/4/6/01 (X2 Posts) Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/6/02 (X1 Post) eMaxesibeni Labour Centre Ref No: HR 4/4/6/03 (X3 Posts)
REQUIREMENTS	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
ENQUIRIES	:	Ms N Getyeza Tel No: (047) 491 0656 Ms L Nongena Tel No: (039) 254 7201
APPLICATIONS	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530 eMaxesibeni, 4735, Hand deliver at No 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
NOTE	:	African Males, Coloured Males, White Males, White Females are encouraged to apply.
POST 43/40	:	**CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/56**
SALARY	:	R280 278 per annum
CENTRE	:	Butterworth Labour Centre
REQUIREMENTS	:	Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
DUTIES	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Ms N Getyeza Tel No: (047) 491 0656
APPLICATIONS	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
NOTE	:	EE targets- African Males, Coloured Males, White Males, White Females are encouraged to apply.
POST 43/41	:	**ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Graaff Reinet Labour Centre- Ref No HR4/4/1/18 (X1 Post) Nqanqarhu Labour Centre- Ref No HR4/4/1/19 (X1 Post)
REQUIREMENTS	:	Matric/ Grade 12/ Senior Certificate. Zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Date capturing. Skills: Planning and organizing, Communication Computer Literacy.
DUTIES	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
ENQUIRIES	:	Mr S Mshumpela Tel No: (049) 892 2142 Ms N Mvanyashe Tel No: (045) 932 1077
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 342 Graaff-Reinet, 6280, Hand deliver at 63 Church Street Graaff-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za
NOTE	:	EE targets- Coloured Males, Indian Female, White Males are encouraged to apply.
POST 43/42	:	**ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: HR4/4/10/18**
SALARY	:	R237 453 per annum
CENTRE	:	Eastern Cape Provincial Office
REQUIREMENTS	:	Matric/ Grade 12/ Senior Certificate. Zero experience. Knowledge: Batho Pele Principles, Public Service Regulations and Act. Public Financial Management

		Act (PFMA). Skills: Planning and organizing, Communication Computer Literacy. Listening, Time Management, Report Writing.
DUTIES	:	Handle orders receive and distribution of materials to the officials in the section. Handle and record incoming and outgoing of mails for the section. Administer risk management activities. Manage information system in the section Provide logistical support functions.
ENQUIRIES	:	Mr S Nduli Tel No: (043) 701 3000
APPLICATIONS	:	Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
NOTE	:	EE targets- Coloured Males, Indian Female, White Males are encouraged to apply
POST 43/43	:	**PERSONNEL OFFICER HUMAN RESOURCE MANAGEMENT REF NO: WCP-CAPE-22700471-20260721-1**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.
DUTIES	:	Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
ENQUIRIES	:	Ms B Gae Tel No: (021) 441 8065
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/44	:	**ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: WCP-CAPE-21853959-20260721-1**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: Western Cape
REQUIREMENTS	:	Matric/Grade 12 Certificate. No experience. Knowledge: Treasury Regulations. Risk Management. Supply Chain Management Framework. Public Service Regulations and relevant prescripts. Public Administration Management Act. Departmental policies and procedures. Batho Pele Principles. Public Financial Management Act. Skills: Computer literacy. Conflict management. Communication (both verbal and writing). Project management. Leadership. Report Writing. Decision making.
DUTIES	:	Administer and provide effective and efficient management risk registers. Perform office administration, logistical support function and ensure adequate functioning of risk management unit and committee. Provide administration support for the risk management activities in Supply Chain Management. Provide assistance on ethics and anti-corruption prevention strategy implemented.
ENQUIRIES	:	Ms. B. Gae Tel No: (021) 441 8065
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/45	:	**ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POST)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre: Worcester Ref No: WCP-WORC-32261641-20260721-1 (X1 Post) Labour Centre: Mossel Bay Ref No: WCP-MOSS-51956012-20260721-1 (X1 Post)
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 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 E Van Der Merwe at 072 1194 790 (Labour Centre: Worcester) Mr T Barnardo at 084 4326 652 (Labour Centre: Mossel Bay)
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/46	:	**ADMINISTRATION CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre- Bellville Ref No: WCP-BELL-27247091-20260721-1 (X1 Post) Labour Centre: George Ref No: WCP-GEOR-30913811-20260721-1 (X1 Post)
REQUIREMENTS	:	Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Administrative procedures relating to an office. Filing and retrieving of documents. Ability to operate photocopier, Data capturing. Skills: Planning and organizing. Communication. Computer literacy.
DUTIES	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
ENQUIRIES	:	Ms V Nyhila at 073 1548 475 (Labour Centre Bellville) Mr M Ndlela at 073 2261 493 (Labour Centre George)
APPLICATIONS	:	Follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets- Priority will be given to African males and white males
POST 43/47	:	**PERSONNEL OFFICER REF NO: HR 4/4/8/1034**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. No experience. Knowledge: Filing system. Operating photostating machine and email. How to use fax machine and email. Data capturing. Administration procedures. Computer. Procurement and procedures. Reporting procedure. Public service regulations. Skills: Basic Literacy, Ability to perform routine task, Interpersonal Relations, Planning and Organising, Communication.
DUTIES	:	Facilitate all Training and Development queries and documentation. Manage information system in the sub-directorate. Perform office administration duties for the sub-directorate HRD.
ENQUIRIES	:	Mr S Segalo Tel No: (051) 505 6206
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPOHRD@labour.gov.za
NOTE	:	EE target -African Males and African with Disabilities, Coloured Males, Coloured Females and White Females.
POST 43/48	:	**MESSENGER / DRIVER REF NO: HR4/4/3/1MD/UIF**
SALARY	:	R201 093 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Grade 10. Valid driver license with Public Driver Permit (PDP). No experience required. Knowledge: National Traffic Regulations. Public Service Regulations (PSR). Public Finance Management Act (PFMA). Public Service Act (PSA). Batho Pele Principles. Interpretation (ability to interpret road signs and map book). Pre-Trip Inspection / Vehicle Safety Inspection. Rules of the road. Skills: Analysis. Communication (verbal and written). Computer Literacy. Listening. Driving.
DUTIES	:	Drive light and medium motor vehicle to transport passengers and delivery other items e.g mail and documents. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render clerical support/ messenger service in the relevant office.
ENQUIRIES	:	Mr DS Mohlala Tel No: (012) 337 1417
APPLICATIONS	:	email: Jobs-UIF28@labour.gov.za
NOTE	:	EE targets -Priority will be given to African Females, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 43/49	:	**MESSENGER REF NO: HR4/4/10/13**
SALARY	:	R170 226 per annum
CENTRE	:	Mmabatho Provincial Office
REQUIREMENTS	:	Grade 10. Knowledge: Departmental policies and procedures. Public Service Act. All legislations relevant to the Post. Skills: Verbal and written communication. Interpersonal relationship. Computer literacy. Time management. Conflict management. Planning and organizing.
DUTIES	:	Provide messenger services within the Provincial Office (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles. Assist with general administrative duties in the unit.
ENQUIRIES	:	Ms NM Ndamane Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho. Email: Jobs-SPHRD-UI@labour.gov.za
NOTE	:	EE target: Priority will be given to Indian Male, Indian Female, White Male, White Female.
POST 43/50	:	**AUDIT COMMITTEE MEMBER REF NO: HR4/4/3/3ACM/UIF**
SALARY	:	Members will be remunerated according to rates approved by the Department of Employment and Labour in line with the circular/guidelines issued by AGSA.
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Applications are invited from suitably qualified and experienced candidates for appointment as members of the Audit Committee of Department of Employment and Labour: Unemployment Insurance Fund. A relevant three-year tertiary or equivalent qualification in Commerce, Administration, Strategic Management, Monitoring and Evaluation, Law, Information and Communication Technology or related studies. Professional certifications such as Certified Internal Auditor, Chartered Accountant SA, Certified Information Systems Auditor, certified in the Governance of Enterprise IT etc. will be an added advantage. Term of office: The appointment is for a period of three (3) years, but may be subject to renewal at the discretion of the UIF's Accounting Authority. Experience: Applicants must have expertise in labour, insurance, risk management, auditing, finance, investments, legal environment, ICT governance, cybersecurity, data analytics etc. Knowledge of Public Finance Management Act, Protection of Personal Information Act, National Treasury and the public service related legislation will be an added advantage. The applicants should be knowledgeable on the status of their positions as member of the Audit Committee. Knowledgeable people who keep up to date with the developments of auditing, accounting profession and developmental aspects. Members of recognised professional bodies, a person who has Government interest in delivering a better service to its citizens. Candidates should have been exposed in the auditing, governance, compliance and risk management environment for more than ten years. Experience in serving in the oversight committees will be an added advantage. Candidates should have strong analytical abilities, and interpersonal skills. Preference will be given to candidates with investment experience, insurance industry experience, governance, risk management and internal control specialist.
DUTIES	:	The Audit Committee member will carry out responsibilities as stipulated in the Public Finance Management Act and its Regulations and operate according to the approved UIF Audit Committee Charter. The Audit Committee member will perform oversight responsibilities to ensure that the Unemployment Insurance Fund maintains effective, efficient and transparent system of financial, risk management and internal control. Review the following: The effectiveness of internal control system. The effectiveness of the internal audit function and provide direction. The risk areas of the Funds' operations to be covered in the scope on internal and external audits. The adequacy, reliability and accuracy of the financial information provided to management and users of such information. Any accounting and auditing concerns identified as a result of internal and external audits. Department compliance with legal and regulatory provisions. The activities of internal audit function including its annual work programme, coordination with external auditors, reporting of significant findings and the responses of management to specific recommendations.
ENQUIRIES	:	Ms N Mthalane Tel No: (012) 337 1121/1609
APPLICATIONS	:	email: Jobs-UIF1@labour.gov.za.

ANNEXURE D

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	:	21 December 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, 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. 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) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 43/51	:	**CHIEF DIRECTOR: BUSINESS PERFORMANCE & STRATEGIC MANAGEMENT REF: CMS61/2026**
SALARY	:	R1 554 696 per annum, (all-inclusive salary package)
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate qualification in Public Management or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of strategic management and service delivery improvement. Successful

completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Strategic capability and leadership; people management and empowerment. Understanding of project management and financial management. Knowledge of policy development and monitoring and evaluation process. Ability to lead a multidisciplinary team. Knowledge of performance reporting and administrative procedures. Sound organising, planning and excellent communication skills, report writing, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours.

DUTIES : Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Oversee the development and implementation of the Department's strategic and annual performance plans. Provide strategic planning support on the development of the sector's Medium Term Strategic Framework Plan. Oversee the development and maintenance of an integrated monitoring and evaluation system. Facilitate the development of capacity to implement and manage the monitoring and evaluation system. Ensure the development and implementation of service delivery improvement plans and initiatives. Manage and coordinate the development and monitoring of the Department Service Delivery Improvement Programme. Oversee sector planning and monitoring for the implementation of sector priorities.

ENQUIRIES : Ms M Mashala Tel No: (012) 399 9450

POST 43/52 : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE REF NO: CMS62/2026**
(Re-advertisement)

SALARY : R1 554 696 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF7) in Information Technology or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level in the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Extensive knowledge of Information Technology. Experience in project management. Knowledge of financial management. Ability to develop and apply policies. Experience in contract management. Understanding of financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning skills. Administrative and HR procedures. Good coordination and stakeholder liaison. Innovative and proactive. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

DUTIES : Align the department's information management (information management systems included) and information technology strategy with the strategic direction, management plans and the business processes of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Develop draft plan for cloud computing. Represent the department at the GITO Council. Promote effective management of information and information technology as enabler as a strategic resource. Apply an enterprise-wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focussed service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. * Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Promote common solutions for common requirements across the department. Promote the utilisation of technology as a key enabler for the future in

delivering information and services and promote its use in the re-engineering/transformation of government service delivery. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. Manage the SITA relationship, control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the relevant component of the Department where applicable.

ENQUIRIES : Ms M Mashala Tel No: (012) 399 9450

OTHER POSTS

POST 43/53 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS REF NO:CMS59/2026**

SALARY : R932 292 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Communication/Journalism or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in internal communications or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge in content writing and editing. Understanding of organizational communication. Ability to gather and analyse information. Project management. Understanding of Public Finance Management Act (PFMA) prescripts. Administrative procedures. Ability to lead multidisciplinary team. Computer literacy. Good coordination, organizational and planning. Innovative and proactive. Strong verbal and written communication skills
DUTIES : Plan and coordinate internal events and staff engagements. Develop and implement internal communication plans, in line with the Department's communications strategy. Plan and implement staff engagement activities/initiatives. Provide logistical support for all internal major events. Attend and monitor internal communication events/activities. Provide support in any communication related project/programme in the department. Coordinate and monitor internal communication's performance. Monitor the performance and output of the Internal Communications sub-directorate. Lead, manage and supervise the internal communications team. Develop and ensure implementation of the operational plan. Manage the operational resources and equipment. Manage all internal communications platforms. Lead the development and production of all internal staff publications and newsletters. Plan and coordinate joint internal information sessions. Ensure the provision of information and content on television screens. Ensure daily release of internal updates, announcements and notices through Internal Communications email. Collaborate with internal units to create staff information campaigns. Liaise with internal stakeholders to develop staff engagement strategies. Develop creative solutions to drive staff information campaigns. Liaise with graphics team to create digital infographics for internal dissemination.
ENQUIRIES : Mr. S Molekwa Tel No: (012) 399 9993

POST 43/54 : **PRINCIPAL COMMUNICATIONS OFFICER: ELECTRONIC COMMUNICATIONS REF NO: CMS60/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Journalism/Communication or relevant qualification recognized by SAQA. A minimum of two (2) year's experience in media buying. Knowledge of electronic communications. Ability to collect and interpret information and reports. Knowledge of writing and editing. Innovative and proactive. Monitor and control. Understanding of public relations. Knowledge of administrative procedures. Ability to coordinate, organize and plan. Creative and analytical writing. Proficiency in Microsoft Word, Excel, and PowerPoint. Good communication (verbal and written), Planning and organizing skills. Responsible and loyal.

DUTIES : Facilitate effective communication and consultation with clients and suppliers to ensure clear information exchange. Receive and assess advertising and communication requests including draft content and requirements. Engage with end-users to clarify content, objectives, and requirements. Advise and engage end-users on appropriate media platforms and channels. Administer and coordinate requests for quotes and confirmation processes in compliance with supply chain management policies and established timelines. Compile and process supply chain documents. Ensure that supplier allocations are completed and aligned with project requirements. Monitor budget usage and payment administration by ensuring accurate financial processing, expenditure monitoring, and ensuring adherence to financial policies. Evaluate media-buying proposals against budget allocations and campaign objectives and recommend alternatives where required. Monitor media-buying budget expenditure and compile quarterly reports. Maintain accurate media-buying financial records and prepare documents for audit purposes. Coordinate the development, review, and approval of designs and artworks for public notices to ensure alignment with the department's branding standards, communication objectives, and publication requirements. Coordinate development of public notice artworks and designs. Ensure compliance with corporate identity and branding guidelines. Maintain timely communication and consultation between designers, content owners, and approvers. Administer public notices and information governance. Coordinate editorial quality assurance of contents, manage revisions, and obtain editorial sign-off. Edit and adapt content for various media formats (print, radio, squeeze backs, etc.). Ensure publishing in newspapers/radio/website/television. Oversee application of translation services. Compile media buying reports for management reporting and performance analysis.

ENQUIRIES : Mr. S Molekwa Tel No: (012) 399 9993

POST 43/55 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER - HEALTH & SAFETY MANAGEMENT (X2 POSTS)**

SALARY : R413 001 per annum

CENTRE : Pretoria Ref No: EP28/2026
East London Ref No: EP29/2026

REQUIREMENTS : National Diploma (NQF6) in Occupational Health and Safety (OHS) or relevant qualification (National Diploma in OHS will receive preference). A minimum of 2 years' experience in Occupational Health and Safety or relevant field. Registration with SACPCMP will be of advantage. Experience in the ISO 45001 (previously OHSAS 18001) will be of advantage. Knowledge of applicable legislation, (e.g., Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act). Knowledge of strategic planning, and ability to establish and manage relevant systems and controls. Knowledge and background in scientific processes and ability to develop, interpret and apply policies, strategies and legislation. Skills: Communications skills (written & verbal), Planning and organising skills, Adequate skills in computer use, Advanced skills in project management, good interpersonal relations, stakeholder engagement and research. Ability to be honest, work long hours voluntarily. Ability to gather and analyse information, develop and apply policies. Ability to work individually and in team, good interpersonal relations skills and creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict, character beyond reproach, articulation and Initiative and creativity. Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : Conduct OHS compliance assessments within the Environmental Programmes to ensure compliance with the Occupational Health & Safety Act and ISO 45001 requirements. Assess OHS plans and files on site. Attend OHS meetings to monitor compliance and corrective actions. Undertake regular inspection and audits of EP projects within legislative framework. Conduct Provincial major incidents investigations and determine mitigation measures needed for OHS interventions; write up incident reports and engage with operations around the implementation of recommendations. Identify occupational health and safety interventions to address compliance shortcomings. Analyse provincial quarterly self-assessment report from implementation and recommend intervention required. Participate in the development and review of all applicable Occupational Health and Safety Policies, Procedures and

standards in the EP branch. Ensure compliance to implementation of all relevant ISO's standards (ISO14001 / ISO 45001 / ISO 31000 standards) and best management practice. Participate in development of HIRA and safe work procedure for each specific EP operation through applicable job safety analysis (JSA) and risk assessment analysis. Assist in project hazard Identification and risk identification (HIRA) associated with each specific operations. Coordination and facilitation of occupational health & safety capacity building to all provincial EP projects. Assist provincial line functions in identifying and ensuring applicable occupational health and safety training needs are met. Introduce relevant intervention to correct sub-standard conditions. Provide and coordinate relevant OH&S induction training to all provincial operational EP staff. Assist in Management of a COIDA System & Administrative procedure. Oversee the provincial implementation and administration of COIDA claims by all participants in EP branch. Ensure that claim schedules are submitted to National DD:OHS Assessing validity of claims with respect to the COID.

ENQUIRIES : Mr. Mohammad Talip Tel No: (044) 802 2708 / 072 632 5382

POST 43/56 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: WASTE MINIMIZATION AND CIRCULAR ECONOMY REF NO: CWM09/2026**

SALARY : R357 597 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Environmental Management or Natural Science or relevant qualification as recognised by SAQA. A minimum of one (1) years' experience in a relevant field. Knowledge and understanding of environmental issues, government strategic policies and plans, Environmental management, waste management and applicable legislative framework, Environmental legislation and waste management principles management. Environmental policy development methodologies. Knowledge of Circular economy principles and resource efficiency strategies. Knowledge of government administration and financial procedures, Planning, Monitoring & Reporting, Administration and Financial Management Public Service and Departmental procedures and prescripts. Government policies and procedures. Strategic skills. Analytical and creative thinking skills. Ability to work long hours voluntarily. Ability to gather and analyse information Ability to develop and apply policies. Ability to work independently and in a team. Good interpersonal relations. Conflict management and resolution. Responsibility and Loyalty. Discipline. Extensive technical and management experience in environmental and in project management.

DUTIES : Provide technical and project management support on the WEMP and NWMS interventions. Provide support in monitoring project implementation and environmental performance indicators. Conduct basic research on waste management systems, circular economy models, and sustainability trends; Provide support in benchmarking studies and best practices locally and internationally on waste management and circular economy. Analyse local, national, and international environmental policies and identify opportunities for waste economy policy improvement. Provide technical support on Circular Economy; Provide technical and administrative support in the coordination, monitoring, analysis, and progress reporting on waste management interventions aligned with the African Union Continental Circular Economy Action Plan for Africa (CEAP), 2024–2034. Provide technical support to the Chair of the ACEA Working Group on Built Environment through coordination, research, stakeholder engagement, and technical inputs. Provide support to the focal points for GACERE, ACEA, GFCCE and other regional and global platforms on circular economy and resource efficiency (eg, WCEF, IRP, MEAs, etc.) on technical policy developments on circular economy and resource mobilization. Prepare technical reports, policy briefs, presentations, and recommendations for management and stakeholders. Ensure stakeholder liaison and provide technical administration.

ENQUIRIES : Ms. H Blou Tel No: (012) 399 9763

ANNEXURE E

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

APPLICATIONS : Applicants must email their applications to recruitment@gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION : Ms P Kgopyane

CLOSING DATE : 11 December 2026

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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. Correspondence will be limited to short-listed candidates. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

POST 43/57 : **PROVINCIAL DIRECTOR: NORTHERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/40**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Chief Directorate: Provincial and Local Liaison

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

CENTRE : Northern Cape

REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication / Media Studies / Journalism / Public Relations / Development Communication or related (NQF Level 7) qualification, majoring in Communication / Media Studies/ Journalism/ Public Relations / Development Communication. Successful completion of the Public Service Senior 44 Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Northern Cape Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

DUTIES : The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Northern Cape Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

ENQUIRIES : Mr Ndlelantle Pinyana Tel No: (012) 473 0188

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. 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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 43/58 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/5/1-26/41**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Chief Directorate: Office of the Chief Financial Officer

SALARY : R1 317 384 per annum (Level 13) (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Financial Management, Accounting, Auditing, Economics/Financial

Economics, Statistics or an equivalent qualification, majoring in Financial Management, Accounting, Auditing, Economics/Financial Economics/ Statistics. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. At least five (5) years' extensive middle/senior management level experience in managing and facilitating the provision of financial management services in the department. The incumbent must have extensive understanding of the public sector financial statements and budget and project cycles, and managing the provision of public finance support services. Provide guidance and inputs on the formulation and implementation of budget policy for the MTEF budget process. Monitor, evaluation and analysing departments' spending of the approved budget. Ensure value for money in terms of strategic resourcing. Provide guidance on the formulation and implementation of the adjustment budget. Proven leadership capabilities, people management and sound interpersonal and project management skills. Must have a valid driver's license and be computer literate. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

DUTIES : The successful candidate will be responsible to provide effective, efficient and compliant financial management services, develop and monitor the implementation of financial administration and accounting, policies, systems and processes. Provide management accounting services and monitor and report on expenditure trends. Monitor and report on expenditure trends and compilation of financial statements. Identify, manage and implement risk and risk mitigation plans for the achievement of GCIS objectives. Develop financial reports with internal and external stakeholders. Manage relations with National Treasury and the Auditor-General. Manage expenditure trends and all financial matters. Oversee the process of reviewing departmental financial policies and ensure compliance with the PFMA, Treasury Regulations and related prescripts. Monitor the issuing of guidelines by National Treasury. Ensure timely settlement of contractual obligations, payment of invoices and quarterly tranches to Public Entities in line with the prescribed period as outline in PFMA, Treasury Regulations and cashflow projections. Oversee the monitoring, clearance and reconciliation of ledger accounts and ensure financial reports are compiled and submitted to the relevant forum. Oversee the processes of the annual budget cycle and ensure all deadlines are met. Oversee operational and personnel costing. Provide statistical reports on expenditure trends against the budget. Report projected under/overspending against the budget to relevant structures. Report proposed funding of ad-hoc activities and proposed virement to fund projected over expenditure. Oversee and review the IYM Report and submit to relevant structures in line with the PFMA. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries. Oversee the drafting and submission of accurate interim and annual financial statements. Serve as the link between the department and Auditor-General during audit processes and arrange Audit Steering Committee meetings. Ensure that amendments to the financial statements, updates of the Modified Cash Standards and Accounting Manual for Departments are implemented on the GCIS financial statements and accounting processes. Oversee the functions of the BAS System Controller and review reports. Effective management of staff, expose staff to development opportunities and ensure timeous submission of performance agreements and assessments Ensure prudent financial management of the directorate's resources. Facilitate monthly Financial Control Forum meetings with Finance staff. Identify, manage and implement risk and risk mitigation plans for the achievement of GCIS objectives. When the need arises, the incumbent may be requested to act as Chief Financial Officer in the absence of the Chief Financial Officer.

ENQUIRIES : Mr Paul Kwerane Tel No: (012) 473 0407

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign

a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. 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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

OTHER POSTS

POST 43/59 : **STATE ACCOUNTANT: BUDGET OFFICE REF NO: 3/1/5/1-26/42**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Directorate: Financial Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Accounting/ Cost and Management Accounting/ Finance / Business Studies or related equivalent qualification. At least two (2) years' relevant experience in budgeting, financial management is required. Applicants must have proven experience working with the Basic Accounting System (BAS) and a sound understanding of the Public Finance Management Act (PFMA), National Treasury Regulations, and other relevant legislative prescripts. Computer literacy is essential. Applicants must demonstrate the ability to work independently, perform effectively under pressure, and function as part of a team. The incumbent must have good analytical, financial, and report-writing skills; strong attention to detail; excellent planning and organisational abilities; sound communication and interpersonal skills; proficiency in Microsoft Office applications, particularly Excel; and the ability to interpret and apply financial policies, legislation, and treasury regulations.
DUTIES : The successful candidate will be responsible for coordinating, analysing, consolidating, and reporting on the budget and expenditure information of the GCIS. Key responsibilities will include monitoring and controlling expenditure against the approved budget. Ensuring that financial transaction records are updated accurately and timeously. Administering and coordinating monthly expenditure projections, virements, the Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) processes, and BAS budget functions. Monitoring expenditure trends against planned activities and ensuring the correct allocation and utilisation of funds. Distributing expenditure and budget reports to programme and responsibility managers within prescribed timeframes. Controlling, checking, and verifying the accuracy of financial inputs and compiling consolidated submissions. Investigating expenditure deviations and implementing corrective measures where necessary. Ensuring the correct allocation of expenditure and facilitating the shifting of funds where required. Assisting with the preparation and compilation of the MTEF and ENE submissions to the National Treasury. Providing inputs for adjustment budgets and the compilation of annual financial statements. Compiling and consolidating budget submissions and reports for National Treasury. Assisting with the preparation of drawings and cash flow projections. Coordinating and preparing documentation for financial and budget-related forums, including Budget Committee meetings. Compiling and maintaining financial reporting schedules and Excel-based budget reports. Providing effective administrative and technical support to the Deputy Director: Budget Office. Please detail courses passed in the CV as per the academic transcript.
ENQUIRIES : Mr H Bekker Tel No: (012) 473 0099
NOTE : This post will be filled with a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

POST 43/60 : **STATE ACCOUNTANT: BUDGET OFFICE REF NO: 3/1/5/1-26/43**
Directorate: Financial Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Accounting/ Cost and Management Accounting/ Finance / Business Studies or related equivalent qualification. At least two (2) years' relevant experience in budgeting, financial management is required. Applicants must have proven experience working with the Basic Accounting System (BAS) and a sound understanding of the Public Finance Management Act (PFMA), National Treasury Regulations, and other relevant legislative prescripts. Computer literacy is essential. Applicants must demonstrate the ability to work independently, perform effectively under pressure, and function as part of a team. The incumbent must have good analytical, financial, and report-writing skills; strong attention to detail; excellent planning and organisational abilities; sound communication and interpersonal skills; proficiency in Microsoft Office applications, particularly Excel; and the ability to interpret and apply financial policies, legislation, and treasury regulations.

DUTIES : Responsible for costing the staff establishment and compensation of employees as well as goods and services in accordance with Sections annual performance plans. Do costing of the establishment to ensure the correct allocation of budgeted funds. Provide support to the Budget Office in co-ordinating, consolidating and compiling weekly / monthly reports in respect of the budget and expenditure information. The functions include amongst others, analysing monthly actual expenditure and projections against actual and planned outputs; determine cash flow drawings against planned outputs; analysing and costing Sections budget during the Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE); budget functions on the Basic Accounting System (BAS), etc, Monthly Projections: If required assist Sections with monthly projections to ensure that expenditure items reflect the correct allocation and that projections are in line with operational activities Advise where virement should be applied. MTEF: Assist all Sections to cost their budget requirements during preparations for the MTEF submission. Training: Guide Budget Office staff and Business Units in costing mechanisms. Assist Budget Office staff and Business Units how to cost activities in the APP and Sections' operational plans. Campaigns / Projects / Aid assistance / Capital: Verify the expenditure trend of prioritised campaigns / projects and capital purchases and submit reports monthly to management committees. Liaise with Branches and take into consideration budget and procurement planning such as the departmental demand and procurement plan, aid assistance projects, departmental prioritised campaigns and budget for capital assets. Ensure the effective general handling of enquiries and overall assistance to the Assistant-Director / Deputy Director: Management Accounting. Ensure compliance to the PFMA, Treasury Regulations, Financial Policies, Strategic Plan objectives and APP. Ensure that all internal and external due dates, including those prescribed by National Treasury in line with the PFMA, are adhered to e.g. internal requests, budgeting schedule dates. The successful candidate will also be the BAS System Controller which includes administering the BAS transversal system which include security procedures and User IDs. Investigate and solve BAS related problems. Involve IT and National Treasury when required. Attend to all BAS user queries. Monitor all users' activities on the system monthly to ensure security and proper utilisation of the system. Identify all BAS training requirements and schedule users for formal training or conduct BAS informal training to ensure that users are fully orientated on the system. Create or terminate BAS user id's and allocate BAS functions as per request and in line with users' job functions; Reset users' passwords when revoked. Ensure that the Department closes its accounting month / financial year General Ledgers accounts timeously (as per National Treasury set dates) and without any exceptions. In your area of responsibility, report any deviations to the Assistant-Director / Deputy Director: Management Accounting / Director: Financial Management. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES : Ms Kedibone Matlala Tel No: (012) 473-0127 / Mr H Bekker Tel No: (012) 473 0099

NOTE : This post will be filled with a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

POST 43/61	:	**CASUAL WORKER: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: 3/1/5/1-26/44** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Chief Directorate: Strategy and Organisational Performance
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Public Management or Administration. No Experience required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will be responsible for assisting in Coordinating the development of the Annual Performance Plan (APP) and Annual Operational Plan (AOP);Coordinating the development of the Standard Operating Procedures (SOPs), Service Delivery Mode (SDM) and Service Delivery Improvement Plan (SDIP).verification and analysis of reports (i.e. monthly, quarterly, annual, mid-term and end term reports);development and completion of verification and analysis working papers; capturing of APP and AOP into Organisational Performance and Management System (OPMS);capturing of APP into electronic Quarterly Performance Reporting System (eQPRS); and administration of OPMS.
ENQUIRIES	:	Ms Nomkhosi Peter Tel No: (012) 473 0339
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.
POST 43/62	:	**CASUAL WORKER: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: 3/1/5/1-26/45** Chief Directorate: Strategy and Organisational Performance
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Public Management or Administration. No Experience required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will be responsible verification and analysis of reports (i.e. monthly, quarterly, annual, mid-term and end term reports); development and completion of verification and analysis working papers; capturing of APP and AOPs into Organisational Performance and Management System (OPMS); capturing of APP into electronic Quarterly Performance Reporting System (eQPRS); and administration of OPMS.
ENQUIRIES	:	Ms Nomkhosi Peter Tel No: (012) 473 0339
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

POST 43/63	:	**CASUAL WORKER: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5/1-26/46** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Twelve (12) Months Contract Chief Directorate: Communication Service Agency
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Office management, Office Assistant, Secretarial and Administration qualification / or any other related qualification / training course as recognised by SAQA. Working outside normal office hours. Valid driver's license.
DUTIES	:	The successful candidate will be responsible for planning and management of all activities relating to the office of the Chief Director. The candidate will be expected to render administrative support services to the Chief Directorate. Provide secretarial support services to the manager which includes coordination of meetings for the Chief Directorate, compile the agenda in consultation with the Chief Director., arrange catering for the directorate's meetings, provide accurate minute taking and timeous availability of minutes., follow up on action decision with the relevant officials. Ensure proper filing of all incoming and outgoing documents and index for each file. Scrutinize routine submissions or reports and make notes and/or recommendations for the Chief Director. Verify and submit all payment advice/orders/petty cash documents to the Chief Director for signature. Order and control stationery and office equipment. Follow- up on the information for OPMS and Risk Reports. Serve as sub-office asset holder. Follow-up with the rest of the sub office asset holders on their submissions. Arrange flight bookings and travel and subsistence Advances/ claims for the Chief Directorate. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work the manager. Manage the diary of the Chief Director. Provide receptionist support service to the manager. Management of monthly projections, finances and orders. Compile reports received from other Directorates into one reporting
ENQUIRIES	:	Ms Neli Shuping Tel No: (012) 473 0407
NOTE	:	line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.
POST 43/64	:	**CASUAL WORKER: HUMAN RESOURCE DEVELOPMENT REF NO: 3/1/5/1-26/47** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Twelve (12) Months Contract Directorate: Human Resource Development
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will assist in coordinating training and skills development programmes; preparing progress reports on courses attended; capturing skills development intervention data on HRIMS and Excel; and coordinating the submission of post-training assessment reports. The candidate will also support the development of the Workplace Skills Plan (WSP) and Quarterly Monitoring Reports (QMR); coordinate induction and

youth development programmes; administer bursary and improved qualifications recognition programmes; and assist with facilitating and implementing the Employee Performance Management and Development System (EPMDS). Additional responsibilities include maintaining the directorate's records, supporting procurement processes and preparing monthly projections.

ENQUIRIES : Ms Thabile Zuma Tel No: (012) 473 0177

NOTE : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

POST 43/65 : **CASUAL WORKER: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-26/48**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Twelve (12) Months Contract
Directorate: Human Resource Management

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will provide administrative support to the Directorate, taking minutes and tracking action items arising from meetings; and compiling meeting agendas. The incumbent will also be responsible for coordinating travel arrangements for officials and candidates, and processing Subsistence and Travel (S&T) claims for the Directorate. Assisting with the procurement of stationery and providing ad hoc administrative support to the Chief Directorate as and when required.

ENQUIRIES : Mr Samuel Matsapola Tel No: (012) 473 0231

NOTE : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

POST 43/66 : **CASUAL WORKER: RESEARCH SERVICES REF NO: 3/1/5/1-26/49**
(This is a re-advertisement. Applicants who previously applied are encouraged to re-apply)
Twelve (12) Months Contract
Directorate: Research Services

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.

DUTIES : The successful candidate will be responsible for directorate administrative duties, assist with field work logistics, and source reports/articles relevant to the directorate's work.

ENQUIRIES	:	Dr Ntombifuthi Nala Tel No: (012) 473 0218
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. Please detail courses passed in the CV as per the academic transcript.
POST 43/67	:	**CASUAL WORKER: RISK AND INTEGRITY MANAGEMENT REF NO: 3/1/5/1-26/50** (This is a re-advertisement. Applicants who previously applied are encouraged to re-apply) Twelve (12) Months Contract Directorate: Risk and Integrity Management
SALARY	:	Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants should be in possession of Grade 12/ National Senior Certificate (NQF level 4) as recognised by SAQA). No experience is required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES	:	The successful candidate will be responsible for Risk Management Administration. Monitoring of Management Action Plans (MAPs). BarnOwl System Administrative Support. Risk Management Reporting. Committee and Meeting Administration. Records and Information Management. General Administrative Support.
ENQUIRIES	:	Ms Boitumelo Gwangwa Tel No: (012) 473 0255
NOTE	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, 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. Please detail courses passed in the CV as per the academic transcript.

ANNEXURE F

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

The GPAA/GEPF respects personal information and adheres to the provisions of POPIA. The information contained in this email from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited. Beware of business email compromises.



APPLICATIONS	:	To apply visit: https://erecruitment.gpaa.gov.za/
CLOSING DATE	:	11 December 2026 at 12:00 pm (Midday) No late applications will be considered
NOTE	:	Effective from 19 June 2026, the GPAA now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept e-Recruitment online applications. 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. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. 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 GPAA 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 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. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the GPAA processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the GPAA within 6 months of the closing date, please regard your application as unsuccessful. The candidate must take note: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion /

appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. Note: The GPAA 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.

OTHER POSTS

POST 43/68 : **DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO: DD/P&R/2026/11-01P**
Strategic Support Services
Permanent
The purpose of this role is to lead and coordinate the development, review and implementation of the GPAA's policy and research frameworks.

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year Degree/National Diploma in in Public Policy, Political Sciences, Public Administration / Management, Law, Business Management, Development Studies or an equivalent qualification with at least 5-6 years' experience in Public Policy and Research of which 3 years is in an Assistant Director/Middle management role. Knowledge of Policy formulation, Research methodologies and Designs, Computer literacy, Project management, Corporate Governance, Ethics, Risk Management, Public service Act, Monitoring and evaluation principles. High level communication skills. Data collection and analysis. Qualitative and quantitative analysis. Policy analysis. Problem solving capability. Critical and conceptual thinking. Ability to analyse and interpret research findings. Proficiency in professional report writing. Quality assurance experience. Strategic decision-making. Analytical and innovative. Results-orientated. Ethical and accountable. Resilience and reliability under pressure. Adaptable team player with strong emotional intelligence and assertive communication skills.

DUTIES : The incumbent will be responsible for a wide variety of tasks Develop, review and implement policy framework systems. Lead and manage the development, review and implementation of the Policy on Policymaking to regulate and standardise the formulation of policies within GPAA. Develop and manage standard operating procedures for the drafting and review of policies as guided by the GPAA Policy on Policy making. Coordinate the development of new policies in accordance with the approved policymaking procedures and applicable legislative and regulatory requirements. Develop and maintain the annual policy review programme and monitor compliance with review timeframes. Coordinate policy reviews with business units and provide technical and advisory support in accordance with operational needs. Identify policy gaps, overlaps and inconsistencies and facilitate corrective action to streamline and / or rationalise as deemed appropriate. Coordinate the consultation of new and reviewed policies with relevant business units and governance structures such as the Policy Task Team and Policy Steering Committee and fulfil the Secretariat function for governance structures. Develop and maintain an accurate and up-to-date central policy repository on the relevant GPAA platforms. Provide advice on policy reform within the pensions administration environment. Develop a research agenda and protocols to establish a credible knowledge base. Continuously scan the pensions industry and government administration landscape to identify emerging trends likely to impact the GPAA. Develop and maintain a Research Agenda aligned to organisational strategic priorities, pension administration gaps / challenges and government research frameworks. Establish and maintain protocols for managing internal and external research, leveraging appropriate designs and methodologies to guide research projects. Develop and communicate evidence-based research reports and recommendations with relevant stakeholders to improve pension administration. Ensure research findings inform strategic decision making, planning, policy formulation, and reform within the GPAA. Maintain the GPAA research repository and facilitate the dissemination and utilisation of research outputs. Lead the establishment of adequate research capabilities within the GPAA. Develop and implement relevant frameworks for monitoring and reporting on policy and research activities. Develop and maintain dashboards and management reports reflecting the status of policy developments, reviews and approvals. Develop and maintain mechanisms to ensure accurate, credible and timely reporting on

research projects. Monitor compliance with approved policy and research protocols and escalate delays, risks and bottlenecks. Provide regular management information to the Director: Strategic Management and relevant governance structures. Address and coordinate the resolution of internal and external audit findings relating to the policy and research management functions. Maintain appropriate records, evidence and audit trails to support governance and assurance processes. Facilitate and coordinate stakeholder awareness and knowledge management. Ensure policies are accessible and communicated to all staff through appropriate platforms. Coordinate engagement with business units, governance structures and relevant internal and external stakeholders on policy and research matters. Facilitate internal awareness and training sessions on policies, the Policy on Policymaking and broader GPAA Research Agenda. Facilitate knowledge-sharing sessions and the dissemination of research findings. Strengthen institutional knowledge management through effective maintenance of policy and research repositories.

ENQUIRIES : Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Deputy Director: Policy and Research is currently available at the Government Pensions Administration Agency (GPAA): Strategic Support Services Unit

POST 43/69 : **DEPUTY DIRECTOR: BUSINESS RISK**
Enterprise-Wide Risk
Permanent
The purpose of this role is to promote and enhance the development and implementation of GPAA's risk management plan and oversee the day -to- day operations of the directorate

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A three-year degree/national diploma in Risk Management, Business Management and related qualifications with a minimum of 5-6 years' experience in Business Risk/Internal Audit or relevant environment of which 3 years is in an Assistant Director/Middle management role. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Risk management frameworks (COSO, ISO3100 and ISO22301), Knowledge of IT Management and Governance Frameworks (COBIT, PRINCE2), Knowledge of King Code on Corporate Governance, Knowledge of Risk Management Software, Knowledge of Public Finance Management Act. Public Service Regulations and Other Government prescripts, Knowledge of Treasury Regulations, Knowledge of Risk Management and Corporate Governance. Analytical skills, Business ethics, Communications skills, Presentation skills, Planning and organizational skills, Project management skills, Problem solving skills, Report writing skills, Assertive, Proactive, analytical mindset, Meticulous and detail oriented, Integrity and honesty, Ability to work under pressure, Ethical behaviour, Independent and self-motivated, Resilience

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide risk management services to the GPAA. Provide risk training to the GPAA staff. Monitoring compliance regarding risk related matters. Co-facilitate risk awareness programmes with stakeholders. Implement risk awareness programme for the GPAA. Manage centralized risk management software. Provide advice regarding risk related matters and emerging risks. Develop and implement risk action plans for business units to manage risks effectively. Liaise with external and internal auditors. Develop risk mitigation strategies to manage risk exposure. Provide support for the Risk Champions. Manage the implementation of risk methodologies, policies, processes, and framework. Develop risk policies, terms of references, framework, and standard operating procedure. Review risk strategies in line with GPAA outcomes. Develop, maintain, manage, and continuously improve risk management processes, policies, standard operating procedures, and guidelines. Ensure that risk is identified and assessed. Oversee the implementation of the risk management plan. Monitor the implementation of the risk awareness plan. Monitor and support the effectiveness of the risk management committee and a risk champion forum. Identify gaps in policies and procedures and establish mechanisms to alleviate them. Comply with

legislation and adjust strategies, plans and procedures accordingly. Monitor compliance with risk control measures. Identify, procure, implement, and maintain an appropriate risk management system to improve effectiveness and efficiency of risk management. Oversee the training in the use of risk management tools and techniques. Implement risk awareness programmes for the GPAA. Manage the central risk programme. Monitor the completion of the risk register. Maintain the risk appetite framework levels to serve as alerts to management. Monitor compliance with risk management committee terms of reference. Manage, implement, and maintain enterprise risk scorecard report. Provide risk assurance on business process. Provide guidelines for business units and ensure that each business strategy incorporates risk management principles. Provide risk assurance on business processes. Proactively monitor and manage identified risks to minimize risk exposure. Ensure the undertaking of risk assessments to determine the GPAA's risk exposure. Internal and external stakeholder reporting. Provide feedback reports to relevant stakeholders and business units. Compile risk action plan monitoring reports. Draft monthly, quarterly, and annual reports to management. Generate ad-hoc reports and submit to management. Report on risk action plans monthly. Report on key risk indicators and/or performance indicators as required. Provide input to the strategic management of the section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast of changes in relevant guidelines and other legislation, to make recommendations about where risk management governance documents need to be amended. Develop, enhance, and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration into other areas. Manage all resources of the unit. Set, agree, and monitor performance of direct reports, ensuring alignment with operational plan targets. Allocate work according to the directorates plan. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that output is achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover. Motivate staff through various mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Deputy Director: Business Risk is currently available at the Government Pensions Administration Agency (GPAA): Enterprise-Wide Risk Unit

POST 43/70 : **SENIOR VETTING INVESTIGATOR: SECURITY MANAGEMENT REF NO: SNR/VET/INVEST/SECU/MANG/2026/11-1P**
Facilities Management
Permanent
The purpose of this role is to monitor the execution of vetting fieldwork investigations within the GPAA.

SALARY : R605 742 per annum (Level 10), (all -inclusive)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma /bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits). Minimum of 5 years' experience in the Vetting Investigation field with 2 years supervisory/junior management experience. SSA Vetting Certificate. Valid Driver's license. Knowledge of Regulatory framework. Security Vetting Systems. Forensic principles. Interviewing & interrogation. Research & verification. Minimum Information of Security Standards (MISS). Promotion of Access to Information Act. (PAIA). Public Service Act. Protection of Personal Information Act (POPIA). Knowledge of PFMA Act. Computer skills. Driving. Communication skills. Report writing. Data analysis. Conflict Management. Planning. Insight. Organising. Ability to work under pressure. Customer Focused. Integrity 7 objectivity. Attention to Detail. Discretion & Diplomacy. Resilience. Ethical conduct. Active listening. Disciplined. Creativity. Self-Management. Teamwork.

DUTIES : The successful candidate will be responsible for the management of customer relationships in the: Region, which inter alia include but is not limited to: Conduct vetting field-work investigations: Gather relevant information. Conduct

proper analysis and quality check on the information. Compile and submit reports to management and SSA on all vetting files and report completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Administer files, projects and task teams dealing with matters related to vetting projects/processes: Participation in project and task teams dealing with a variety of subject area. Conduct vetting and security related research and development. Ensure that the company screening, Personnel Suitability Checks and Individual screening are conducted. Implement and manage process within the Department, including the management of files and reports by ensuring quality control and effective and efficient workflow of work done by Vetting officers and report on all work allocated. Identify skills development needs and provide training and development opportunities for Vetting Officers. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Monitor the proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system within the sub-directorate. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting and investigations: Analyse, research and evaluate all vetting related information. Assist in the development, implementation and maintenance of investigation operating procedures. Provide advice and guidelines on the interpretation and application of legislation, policies and procedures. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies: Liaise regularly with SSA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including credit information providers, to access information.

ENQUIRIES : Felicia Mahlaba on Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Senior Vetting Investigator is currently available at Security Management of GPAA.

POST 43/71 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY Ref no: ASD/PS/2026/11-1P**
(Re-advertisement: applicants who applied previously are encouraged to re-apply)
Security Management
Permanent
The purpose of this role is to coordinate, implement, monitor and evaluate physical security services, security compliance measures, risk mitigation initiatives and security systems to ensure the protection of GPAA personnel, assets, information and facilities in accordance with applicable legislation, standards and security prescripts.

SALARY : R487 197 per annum (level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/ Degree in Security Management, Policing, Public Administration, Safety Management, Criminology, Forensic Investigation. Coupled with 3-5 years' experience within Security Management environment with at least 2 years supervisory/ junior management experience. A driver's license. Grade "A" Registration with Private Security Industry Regulatory Authority (PSIRA). Knowledge of Access Control to Public Premises and Vehicle Act , Criminal Procedure Act , Fire Brigade Act , Occupational Health and Safety Act , Minimum Information Security Standards , Protection of Personal Information Act , Private Security Industry Regulatory Authority Act , Disaster Management Act , Public Service Act , Firearm Control Act , Minimum Physical Security Standards (MPSS) , Government Immovable Asset Management Act (GIAMA) , Security directives (NIA, SAPS, NPA) , Investigations awareness programme , Relevant and applicable security directives, legislations and regulations. Analytical Skills, investigation skills, facilitation skills, presentation skills, compliance monitoring skills, computer

literacy skills, conducting research, problem solving, risk assessment, organisation and coordination, communications, project management, conflict resolution, decision making, leadership and supervision. Objectivity, professional judgement, ethical conduct, ability to build strong network relationship, work independently, persuasiveness, reliability, attention to detail. Self-efficacy, integrity, confidentiality.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Coordinate and Monitor Physical Security Operations. Attend to physical security incidents and assess impact of incidents. Assist in investigations into security breaches and maintain incident tracking database. Implement physical security risk assessment processes such as threat and risk assessment appraisals and security audits. Analyse risk factors for new and existing facilities, identify physical security vulnerabilities and formulate remediations plans. Assist in the assessment of the impact of incidents and make recommendations. Manage the schedules for security personnel and track their attendance. Render required physical security services to related contractors/provinces and agencies. Review and report accidents that happened within the vicinity, inspect all areas for safety and fire hazard; and file reports on safety precautions. Liaise with law enforcement, security related and relevant external and internal and authorities. Monitor all unauthorised vandalism and removal of property, review and report accidents. Ensure all security related systems remain operational and taking appropriate action to quickly remedy any failures. Implement physical security and vetting policies and procedures. Ensure both physical and vetting policies are implemented. Provide employees with training on both security policies and procedures. Maintain compliance on security policies and procedures. Assist with guidance to Facilities management to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations. Keep abreast with new effective policies and procedures implemented in other departments. Manage Physical Security Systems and Services. Ensure availability of duty roasters for 24-hour security in the organisation. Monitor that security surveillance equipment is properly installed. Respond to equipment failures and emergencies during off hours. Maintain security related systems, including the DVR system, alarm, and access control systems for all facilities. Ensure physical security at all facilities and contacting emergency services when appropriate. Provide physical security awareness and training programmes. Assist with the physical security management reports on all projects and initiatives. Provide oversight and direction to security staff, including the scheduling of work assignments. Assists with lock and key requests and tracking. Ensure integration of all security related aspects with regards to personnel, documents, physical security, communications, computers and surveillance activities. Conduct security related tasks ensuring the safety of employees and clients. Maintain the total security function within the GPAA. Support in the development and implementation of an effective Business Plan and budget for Security to support the achievement of GPAA's strategic objectives. Assist management regarding the security implementations of executive decisions. Ensure the screening of employees and the organisation. Maintain records of security incidents. Ensure the fire safety systems throughout GPAA offices. Ensure Occupational Health and Safety procedures. Assign daily work for security staff based on assessment of fitness for specific assignments. Implementation the Minimum Information Security Standards (MISS), Minimum physical Security Standards and compliance with Control Access of Public Premises and Vehicle Act 53 of 1985. Manage and develop staff. Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan. Allocate work according to the individual workload, expertise and development needs of the individual. Develop maintenance team performance standards.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of an Assistant Director: Physical Security is currently available at Security Management of GPAA.

POST 43/72 : **ASSISTANT DIRECTOR: MANAGEMENT INFORMATION AND ANALYTICS**
Ref NO: ASD/MIA/2026/11-1P
Strategic Support Services
Permanent
The purpose of this role is: To provide management information and analytics for informed decision making.

SALARY : R487 197 per annum (Level 09), (all inclusive)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/ Degree in Information Management, Data Analytics/ Science, Statistics, Economics or any other equivalent qualification. A minimum of 3 - 5 years' relevant experience within management information, data analytics or a related analytical environment coupled with at least 2 years' supervisory/junior management experience. Knowledge of management information procedures and systems. Knowledge of MIS business intelligence, oracle, SQL, PowerBI. Knowledge of statistical analysis. Knowledge of Public Service Act and Regulations, Public Service Legislation and Regulatory framework. Knowledge of management information and analytical terminology concepts and practices. Knowledge of GEPF CIVPEN and oracle. Knowledge of Microsoft Office packages. Organising and coordination skills. Critical thinking capability. Problem solving skills. Time management capability. Communication skills. Report writing skills. Monitoring and evaluation techniques. Project management. Dynamic, flexible and reliable. Business ethics (honesty and integrity). Proactive and resourceful. Team player. Professionalism.

DUTIES : Manage information and generate business intelligence. Develop, maintain and improve management information systems and reporting frameworks. Design and produce dashboards, scorecards, analytical reports and performance reports Provide support to MIA internal and external clients through statistical services to GPAA. Generate operational, tactical and strategic intelligence to support executive decision-making. Monitor organisational performance indicators and identify trends and variances. Perform predictive and trend analysis to support planning and risk mitigation. Ensure data is transformed into actionable information for management. Analyse performance gaps, irregularities, variances and emerging trends. Analyse data to generate meaningful insights and reports. Analyse large datasets from multiple systems and data sources. Conduct statistical and quantitative analysis to identify patterns, risks, opportunities and performance gaps. Develop automated reporting solutions and reporting standards. Ensure the accuracy, completeness and reliability of analytical outputs. Prepare reports for governance committees, management structures and external stakeholders. Support statistical reports based on the Oracle and other IT platforms. Manage data and information in line with governance requirements. Support implementation of data governance frameworks, standards and procedures. Promote data quality, integrity, security and compliance with organisational policies. Monitor compliance with data management policies and public sector regulations. Identify and resolve data quality issues with business units. Conduct tests to ensure that intelligence is consistent with GPAA defined requirements. Support the tracking of incoming and finalisation of requests for MIA verified data sets. Provide evidence-based analysis for performance monitoring and evaluation. Support stakeholder engagement and facilitate business requirements. Engage internal and external stakeholders regarding information requirements. Translate business requirements into analytical and reporting solutions. Provide advisory services on performance information and analytics. Conduct workshops and training on reporting tools and dashboards. Facilitate user acceptance testing and implementation of reporting solutions. Support project management with regards to MIA projects. Provide support to solve business blockages pertaining to data processes. Transfer knowledge to internal users on newly implemented business intelligence. Lead and support employees to foster effective performance and teamwork. Manage the performance of the unit which involves coaching and mentoring. Develop performance standards and evaluate teams and individuals. Ensure compliance with HR policies and performance management requirements.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218
Enquiries.erecruitment@gpaa.gov.za

NOTE : One position of Assistant Director: Management Information and Analytics is available at the Government Pension Administration Agency - Strategic Support Services Section

POST 43/73 : **CLIENT LIAISON OFFICER (X7 POSTS)**
Client Relationship Management
Permanent
The purpose of this role is to provide client outreach, education and engagement services to stakeholders, government employer departments and GEPF Pension Fund members within CRM

SALARY : R487 197 per annum (level 09)

CENTRE : Northern Cape (Kimberley) Ref No: CLO/CRM/KIMB/2026/11-2P
Western Cape (Cape Town) Ref No: CLO/CRM/CT/2026/11-1P
KwaZulu Natal (Pietermaritzburg) Ref No: CLO/CRM/PMB/2026/11-1P
Northwest (Mahikeng) Ref No: CLO/CRM/MAH/2026/11-1P
Mpumalanga (Nelspruit) Ref No: CLO/CRM/MP/2026/11-1P
Free State (Bloemfontein) Ref No: CLO/CRM/BLOEM/2026/11-1P

REQUIREMENTS : A relevant 3-year degree/national diploma in Public Administration, Public Management, Communications, Business Management or equivalent (at least 360 credits) 4-5 years' relevant experience in the Client Relations Management environment or Employee Befits or Pension Environment. A valid driver's license is mandatory, at least two years old (a copy will be requested to verify). Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Pension and Employee Benefits. Understanding of Pension Fund Regulations. Knowledge of Pension fund principles/Employee Benefits Administration. Knowledge of Batho Pele principles. Knowledge of Public Service Regulations. Knowledge of Data Protection and Privacy requirements. Knowledge of CRM systems. Knowledge of digital database navigation. Driving skills. Problem solving skills. Presentation skills. Customer relationship management. Communications skills (written, verbal and digital). Client and query resolutions management skills. Capturing and updating client information. Empathy and Patience. Client orientation. Ability to work independently. Integrity and confidentiality. Professionalism. Ability to be calm and courteous. Public speaking abilities. Teamwork.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Coordinate and Deliver Stakeholder outreach, education and training: Plan, coordinate and deliver approved client outreach programmes, roadshows and retirement education campaigns. Conduct workshops and training sessions for employer departments on pension administration processes and documentation requirements. Present approved pension and benefit information to members beneficiaries and employers. Evaluate outreach and education initiatives and recommend service delivery improvements. Promote new and existing GPAA services to current and prospective users through outreach and information sessions. Establish and maintain collaborative stakeholders' networks. Collect, pre-verify and process member documentation. Collect pension related documentation from employers, members and beneficiaries. Verify documentation for completeness, accuracy, compliance and quality standards. Capture verified documents and case information accurately. Barcode, link, index and store documents on approved systems. Provide feedback on incomplete or non-compliant documentation. Escalate material discrepancies and document processing risks. Manage, Investigate and resolve Client enquires: Receive, register, track and manage client enquiries through approved CRM systems. Investigate and resolve pension related enquiries, claims, medical and Injury-on-duty matters. Liaise with employer departments and stakeholder to obtain outstanding information. Maintain accurate member and case information on approved systems. Communicate case progress and outcomes to clients and stakeholders. Escalate unresolved matters with complete supporting assessments against GPAA rules, products and submission standards. Identify, record and report members data, contribution and process compliance exceptions. Monitor implementation of corrective actions and closure of findings. Maintain accurate operational records and performance statistics. Compile and submit complete weekly and monthly operational reports.

ENQUIRIES : Bontle Shabalala Tel No: (012) 319 1356

Enquiries.erecruitment@gpaa.gov.za

NOTE : Various permanent positions of Client Liaison Officers are currently available at the Government Pensions Administration Agency (GPAA): Client Relationship Management Unit

POST 43/74 : **SENIOR ADMIN SUPPORT: INTERNAL AUDIT REF NO: SAS/IA/2026/11-1P**
Internal Audit
Permanent
The purpose of this role is to provide administrative, logistical, and operational support to the Internal Audit unit.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/Degree in Office Administration, Public Administration, Internal Audit, Business Management, or Management Assistant (at least 360 credits). Minimum of 3 – 5 years' experience or executive support experience within an oversight, auditing environment or risk management. Knowledge in Corporate Governance (King IV), Risk Management Processes (COSO, ISO 31000), TeamMate and Barn Owl System, Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act (PSA), Understanding of Batho Pele Principles, Awareness of basic terminology & lifecycle of an audit process. Computer Literacy, Analytical Skills, Problem-Solving Skills, Verbal and Written Communication Skills, Planning & Organizing Skills, Report Writing, Minute taking. Assertive, Proactive, Quality Driven, Problem Solver, Complete confidentiality, Ability to work Independently, High Integrity.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide Internal Audit Operational Support: Maintain and coordinate the Internal Audit Unit diary and calendar of audit projects. Assist in developing internal control policies, procedures, and processes. Monitor and assure compliance with internal control functions as contained in the legislative framework and departmental policies Assist in the administration of the request of information for purpose of internal and external audit. Coordinate travel, accommodation, and shuttle arrangements for the audit team. Coordinate the affiliated bodies' membership renewals, arrange training and conference attendance for the team. Manage and maintain the unit's office supplies, and consumables/refreshments. Assist in budget managing, and monitoring, including processing invoices, and tracking expenses. Provide Secretarial and Administrative Support to the Audit & Risk Committee: Coordinate logistical arrangements for Audit and Risk Committee meetings. Compile, bind, and distribute high-volume, strictly confidential Audit and Risk Committee (ARC) packs timeously and circulates to all stakeholders before the meeting date. Take comprehensive minutes during Audit and Risk Committee meetings and draft action logs for the committee. Facilitate the payment claiming process for the Audit and Risk committee members. Engage with the AGSA regarding ARC submission, action item(s), and other related matters before the ARC meeting. Coordinate special ARC meetings as and when required. Coordinate and assist the CAE with other internal management meetings and submissions (combined assurance meetings, GEPF/GPAA EXCO submissions, etc.). Compile meeting agendas in collaboration with unit leadership. Take accurate, comprehensive meeting minutes and track the completion of action items. Management and updating of Internal Audit and Risk System: Document audit and risk information on TeamMate and on Bam Owl systems. Assist in planning, scheduling and providing end – user training on Internal Audit software/system. Capture progress notes on Bam Owl after monitoring (implementation of action plans). Print Reports from TeamMate and Bam Owl for management use. Conduct proper Document and Records Management practices: Transcribe and type written and dictated communication. Establish, maintain, and secure a centralized physical and digital filing system for all audit working papers, finalized reports, and evidence. Ensure strict data protection controls are maintained over audit files. Prepare and review submissions. Route, track and monitor incoming and outgoing correspondence and audit reports between internal auditors and audited business units. Ensure strict confidentiality protocols are met in accordance with the Public Service Act and POPIA.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

NOTE	:	One permanent position for Senior Admin Support: Internal Audit is currently available in the Internal Audit Unit at the Government Pensions Administration Agency – Head Office
POST 43/75	:	**ADMINISTRATOR: RISK REF NO: ADMIN/RISK/2026/11-1P** Enterprise-Wide Risk Permanent The purpose of this role is to provide effective administrative and operational support to the Risk Management function through the coordination of risk management processes, maintenance of risk information systems, monitoring of risk action plans, and facilitation of risk management activities and reporting.
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 / Senior certificate, with minimum of 1–2 years' experience in risk management, governance, compliance, internal control or related administrative environment. Knowledge of Public Finance Management Act (PFMA). Knowledge of Risk Management Framework. Knowledge of Barn Owl system. Knowledge of Public Service Act and Regulations. Knowledge of Risk Assessment Methodologies. POPIA. Knowledge of Corporate Governance Principles. Time Management Skills. Interpersonal Relations Skills. Report Writing Skills. Communication Skills. Facilitation Skills. Planning and Administration Skills. Ability to work effectively under pressure. Result Oriented. Initiative. Result Oriented. Attention to detail. Integrity and Confidentiality. Client Service Orientation. Accountability. Reliability.
DUTIES	:	The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Risk Governance Administration. Governance structure committee packs compiled and distributed. Agendas prepared. Minutes and attendance registers maintained and resolutions/ action items tracked. Risk engagement meetings scheduled and coordinated. Risk assessment workshops facilitated. Serve as first point of contact for risk champions and business units. Risk Information Administration. Risks, controls risk action plans captured on BarnOwl. Risk status updates maintained. Risk reports generated. Risk database maintained. Support evidence collection for audits and reviews. Maintain records. Risk Analysis and Monitoring process. Risk registers updated. Risk action plans monitored. Progress reports compiled. Draft risk reports prepared. Corrective actions tracked on BarnOwl.
ENQUIRIES	:	Sisipho Manzi Tel No: (012) 319 3434 Enquiries.erecruitment@gpaa.gov.za
NOTE	:	One permanent position for Administrator: Risk is currently available in the Enterprise-Wide Risk Unit at the Government Pensions Administration Agency – Head Office

ANNEXURE G

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

APPLICATIONS	:	Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website: https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	11 December 2026, at 12 pm
NOTE	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks, and the successful candidate will undergo security vetting in order to confirm employment. 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. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

OTHER POST

POST 43/76	:	**PROJECT ADMINISTRATOR REF NO: G018/2026** Term: 24 Months Fixed Term Contract
SALARY	:	R487 197 - R573 897 per annum (Level 09), plus 37% in lieu of benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor's Degree/ Advanced Diploma/ BTech (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management, Development Studies or a related field. A qualification in project management or project administration will be an advantage. Minimum 4-6 years' experience in a similar role, covering professional/executive minute-taking; company secretarial and governance support; project management support using relevant software such as MS Project; administrative support, including travel arrangements, document preparation and management; copy editing; and presentation software such as PowerPoint. Experience in using AI tools to improve administrative processes and document quality will be an advantage.
DUTIES	:	Provide project management and administrative support services to the team to enable efficient and smooth operations. Project Management Support: Assist in project planning, execution and monitoring, including leading project planning sessions; design project plans using appropriate software, including MS Project; manage project progress and adapt work as required; track project deliverables to ensure that deadlines are met; conduct project reviews and prepare detailed reports for executive staff; optimise and improve project management processes and the overall approach where necessary; oversee all incoming and outgoing project documentation; design risk mitigation plans for effective project administration; manage relationships with clients and stakeholders; and coordinate staff and internal resources. Diary, Meetings Administration and Telephonic Communications: Schedule and administer appointments and meetings, set up and confirm appointments, update diaries, and prepare and distribute meeting schedules. Organise meetings by booking meeting rooms, parking, presentation aids, catering and refreshments where

required; schedule meetings on MS Teams or Zoom, as applicable; prepare, distribute and process meeting invitations, directions and agendas; assist with compiling and distributing hard-copy and/or electronic meeting packs; arrange security and transport for delegates from other governments and international institutions, where applicable; facilitate office access and receive and assist external and internal visitors and staff. Provide secretariat services, including drafting and distributing minutes; following up on decisions arising from meetings; filing and archiving minutes, notes, agendas and related documents; undertaking professional/executive minute-taking at various committees, including the Investment and Technical Evaluation Committees; facilitating company secretarial and/or governance aspects of committee structures; ensuring compliance with relevant governance requirements; and quality assuring hard-copy and electronic meeting packs. Administer telephonic communications by answering and screening incoming calls, maintaining records of outgoing calls where applicable, developing and maintaining an office contact list/directory, and coordinating and submitting telephone accounts to the relevant parties monthly. Document Management, Records Keeping, Reports Production and Administration Support: Administer and quality assure electronic and hard-copy documents, including correspondence, memoranda, agreements and reports. Acknowledge receipt of documents, note their priority and track required responses and/or handling; follow up on submission deadlines; and maintain an accurate log of documents emanating from the unit that require approval. Assist with preparing and finalising documents by taking and/or transcribing dictation and notes; sourcing, obtaining and/or downloading documents from the internet and other sources as requested; formatting and typing documents and compiling presentations; proofreading and quality-controlling documents; making requested changes and finalising documents; and recording document distribution, confidentiality and indexing requirements. Produce and distribute documents, including printing, copying, packaging, faxing, delivering, couriering or posting hard copies; create email distribution lists and send electronic copies. Manage physical and electronic document tracking and filing systems by opening and creating files; indexing, filing and archiving documents; updating and maintaining the integrity of RACI folders; conducting electronic data clean-ups and backups; and handling documents with discretion and confidentiality. Travel Arrangements and Claims Administration: Process travel requests, including confirming budgets, obtaining approvals and making travel, transport, accommodation and security bookings as requested; prepare travel packs containing meeting itineraries, details, travel documents and schedules; and process and administer travel reports and travel claims, including reconciling and organising the requisitioning and reimbursement of subsistence and travel claims. Office Administration: Record and process stationery and equipment requests, obtain equipment approval and submit requests to the relevant parties; assess stationery needs, distribute stationery and reconcile stationery monthly; and monitor, report and ensure that equipment and furniture maintenance, cleaning and repairs are referred to the relevant parties. Client and Project Team Support: Provide general programme information and assist with resolving client queries; provide administrative and secretarial support to project teams as required and assist with coordinating and administering project tasks; compile and maintain project data; and provide procurement support to project teams, including processing procurement requests, supporting procurement processes, and processing and submitting invoices and claims for payment.

HR ENQUIRIES : Kaizer Malakoane at 066 250 7072

ANNEXURE H

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.

FOR ATTENTION	:	Ms M Shitiba
CLOSING DATE	:	14 December 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 43/77	:	**CHIEF DIRECTOR: MATERNAL, CHILD AND WOMEN'S HEALTH REF NO: NDOH 88/2026** Chief Directorate: Maternal, Child and Women's Health
SALARY	:	R1 554 696 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate NQF 7 qualification in Health Sciences as recognised by SAQA. Registration with the appropriate Professional Council. A postgraduate qualification in a relevant field such as Obstetrics and Gynaecology or Paediatrics and or Public Health will be an added advantage. At least five (5) years' experience at senior management level in a health-associated environment, with specific emphasis on child and/or maternal and women's health programmes. Experience in national and international liaison, policy development and implementation, strategic and operational planning. Specialised knowledge and experience in women's, maternal, newborn, child

and adolescent health as well as monitoring and evaluation, human resources and financial management. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Knowledge of other programmes that impact family health particularly Non-Communicable Disease, HIV/AIDS, TB and nutrition. Good communication (verbal and written), leadership, analytical, problem-solving, research, facilitation, negotiation, advocacy and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Provide strategic direction and leadership within the Chief Directorate: Maternal, Child and Women's Health. Develop and support implementation of plans to reduce maternal, newborn and child mortality rates based on the recommendations from the ministerially appointed Mortality Committees. Oversee the development of relevant policies and guidelines aimed at improving the health and well-being of women, adolescents and children. Develop and monitor implementation of programme that promote healthy behaviours and demand for maternal, child, women's and adolescent health services. Ensure alignment with the department's annual performance plans, business plans, and operational targets, and monitor and report on progress towards achievement of global and national commitments such as Sustainable Development Goal and National Development Plan targets. Ensure effective governance, compliance and risk management. Monitor quality, risk, standards and practices against prescribed frameworks. Liaise and build partnerships with internal and external stakeholders, including other government departments, academic institutions, and international or regional bodies. Represent the department or specific clusters in high-level forums, inter-departmental committees, and public engagements.

ENQUIRIES : Dr N Ndlovu Tel No: (012) 395 8465

APLLICATIONS : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail

POST 43/78 : **CHIEF DIRECTOR: COMMUNICATION AND STAKEHOLDER MANAGEMENT REF NO: NDOH 89/2026**
Branch: Corporate Services

SALARY : R1 554 696 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate (NQF 4) and a qualification at NQF 7 in Journalism/ Communication/ Marketing/ Public Relations or Media Studies. At least five (5) years' experience at the Senior Management level in corporate communication, stakeholder management, media liaison or related environment. Knowledge of the Constitution of the Republic of South Africa, 1996, Public Service Act, 1994, Public Finance Management Act, Public Service Regulations, 2016. Knowledge of strategic communication management, communication strategy development and integrated communication planning. Knowledge of media relations, public relations, corporate communication, and stakeholder communication. Knowledge of internal and external communication platforms, digital communication, social media and public information dissemination. Knowledge of communication legislation, policies, protocols and government prescripts governing public information, media relations and access to information. Knowledge of communication campaigns, content development, editing, messaging and media monitoring. Good communication (verbal and written), strategic capability and leadership, people management and empowerment, financial management, change management, programme and project management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Provide Strategic leadership and direction for communication services. Develop communication priorities and plans aligned with the Department's

strategic objectives, programmes and service delivery priorities. Manage public, media and corporate communication. Manage media relations and coordinate responses to media enquiries on matters relating to the Department. Manage media relations and public relations. Provide strategic direction on media relations and public relations activities of the Department. Manage internal communication and information dissemination. Ensure effective compilation, editing and quality assurance material for internal communication platforms. Provide communication support to the Ministry and Director-General. Coordinate communication support for the Minister and Director-General during major events, campaigns, public engagements and media activities. Manage stakeholder relations and national health communication forums. Develop and maintain effective relationships with key stakeholders within and outside government. Manage communication governance, risk, audit and resources. Manage responses to internal and external audit findings and communication-related audit queries. Manage the human, financial and other resources of the Chief Directorate in accordance with the delegated authority and applicable prescripts.

ENQUIRIES : Mr PP Mamogale Tel No (012) 395 8504

APLLICATIONS : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail

POST 43/79 : **CHIEF DIRECTOR: LEGAL SERVICES AND PARLIAMENTARY AFFAIRS (REF NO: NDOH 90/2026**
Branch: Corporate Services

SALARY : R1 554 696 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate (NQF 4) and a qualification at NQF 7 in LLB as recognised by SAQA. At least five (5) years' relevant experience at the Senior Managerial level in legal services or law environment. Experience in providing legal advice and drafting of legal opinions. Knowledge of constitutional and administrative law and principles of public administration. Knowledge of legislation, regulations, policies and government prescripts relevant to the Department's mandate. Knowledge of legal drafting, interpretation of legislation and legislative development processes, civil litigation, dispute resolution, legal risk management, medico-legal principles, claims management, litigation processes, contract law, contract management and Service Level Agreements. Knowledge of government procurement and financial management principles applicable to contracts and legal services. Knowledge of legislative drafting, consultation, processing and promulgation procedures. Good communication (verbal and written), strategic capability and leadership, people management and empowerment, financial management, change management, programme and project management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Oversee and manage legal and litigation services. Direct the management of litigation, disputes and other legal proceedings involving the Department. Manage medico-legal services. Coordinate the work of the external Legal Practitioners, Advocates, Medical Experts and other specialists appointed to assist with medico-legal matters. Oversee and manage the drafting, reviewing and amendment of legislation services. Coordinate inputs from relevant departmental units and stakeholders during the development and review of legislation. Manage contracts, agreements, and service level agreements. Ensure that agreements are clear, legally sound and consistent with applicable legislation, policies and government prescripts. Provide strategic leadership and management of the Chief Directorate. Develop and implement strategic and operational plans, policies, systems and procedures to support effective delivery of legal and legislative services.

ENQUIRIES : Mr PP Mamogale Tel No (012) 395 8504

APLLICATIONS	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail
POST 43/80	:	**DIRECTOR: WOMEN'S HEALTH AND GENETICS REF NO: NDOH 91/2026** Chief Directorate: Maternal, Child and Women's Health
SALARY	:	R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 (NQF 4) and an appropriate NQF 7 qualification in Health Science as recognised by SAQA. An added advantage is Public Health. At least five (5) years of managerial experience on Middle/Senior Management in the health environment, with specific emphasis on women's health programmes. Knowledge of and experience in policy development, drafting and implementation. Knowledge and experience in monitoring and evaluation of programmes. Knowledge of and experience in other programmes that impact on family health, particularly Non-Communicable Diseases, HIV and AIDS, TB, Vertical Transmission programmes and Nutrition. Working knowledge of the Health Sector and government strategies and processes, strategic management and project management. Specialised knowledge in family health, with particular emphasis on prevention of birth defects, family planning and contraception, TOP, sexual assault care and HIV/AIDS. Knowledge of international conventions such as CEDAW, the World Summit Goals, the Sustainable Development Goals and all strategies addressing women's health. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing public service. Good communication (verbal and written), leadership, analytical, problem-solving, research, facilitation, negotiation, advocacy and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
DUTIES	:	Manage women's health, sexual and reproductive health and genetics programmes. Develop and coordinate strategies to improve access to quality sexual and reproductive health services. Improve access to genetics services. Strengthen systems for the early identification, referral and management of individuals and families affected by genetic conditions. Improve contraceptive uptake among women of reproductive age and populations with special needs. Identify barriers affecting access to contraception among women with disabilities, adolescents and other vulnerable groups and coordinate appropriate responses. Improve the prevention, early detection and management of breast and cervical cancers. Develop and coordinate interventions to improve early detection, diagnosis, treatment and referral of women with breast and cervical cancers. Monitor and report on women's health and sexual and reproductive health performance. Ensure that reliable programme information is available to support planning, decision-making and service improvement. Provide strategic leadership and management of the directorate. Identify and manage key risks affecting programme delivery and ensure appropriate mitigation measures are implemented.
ENQUIRIES	:	Dr NI Ndlovu Tel No (012) 395 8078
APLLICATIONS	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail
POST 43/81	:	**DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: NDOH 92/2026** Chief Directorate: Supply Chain Management and Assets Management
SALARY	:	R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate and an appropriate NQF 7 qualification in Supply Chain Management/ Public Administration/ Management/ Business Management/ Administration or Financial Management as recognised by SAQA. At least five (5) years' experience in middle/senior managerial level in supply chain management/contract or procurement management. Knowledge and understanding of contract management, supply chain management legislation, the PFMA and Treasury Regulations. Knowledge of supplier performance monitoring and contract compliance. Knowledge of public sector procurement and governance requirements. Good communication (verbal and written), strategic planning and management, financial and budget management, contract negotiation and dispute resolution, problem-solving, analytical and decision-making, planning, organising, coordination and computer skills (MS Office package. A valid driver's license. SMS pre-employment certificate is required for appointment finalisation.
DUTIES	:	Manage and provide strategic direction for contract and logistics management. Develop and oversee the implementation of contract and logistics management policies, procedures and plans. Monitor the performance of the contract management function and identify areas for improvement. Oversee contract and logistics administration and supplier performance. Ensure that requests for contract changes, price adjustments and cancellations are properly assessed and processed. Monitor supplier performance to ensure that goods and services are delivered according to agreed contractual requirements. Ensure contract compliance and risk management. Oversee contract monitoring to identify non-compliance and poor supplier performance. Monitor the implementation of audit recommendations and corrective actions on contract and logistics management. Manage stakeholder relations and provide advice on contract and logistics management. Maintain working relationships with programme managers, service providers and relevant stakeholders to improve contract and logistics management implementation. Manage resources and risks in the directorate. Conduct risk assessments on all procurement contract and logistics management processes in the department. Ensure accurate compilation of contract and logistics reporting in line with the prescripts.
ENQUIRIES	:	Ms D Tshabalala Tel No: (012) 395 9667
APLLICATIONS	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail
POST 43/82	:	**DIRECTOR: PREVENTION STRATEGIES (REF NO: NDOH 96/2026** Chief Directorate: HIV AIDS and STI's
SALARY	:	R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 (NQF 4) and an appropriate NQF 7 qualification in Health Science or Social Science as recognised by SAQA. At least five (5) years of experience at a Middle Management / Senior managerial level in HIV prevention, public health programme management or a related health programme environment. Knowledge in the field of HIV and AIDS and prevention programmes. Knowledge of policy development, monitoring and evaluation, data management, project and programme management. Knowledge and understanding of health challenges in South Africa and SADC Region. Broad knowledge of PFMA, Treasury Regulations, Labour Relations Act, 66 of 1995, Public Service Act, 1994, Public Service Regulations and the Individual Grievance Regulations, 2010. Good communication (verbal and written), strategic leadership, analytical, problem-solving, planning, organising, time management, project management and computer skills (MS Office package). Willing to travel frequently, work long hours and the ability to function under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Provide strategic leadership and oversight of national HIV prevention strategies. Oversee the implementation of HIV prevention programmes, including HIV testing services (HTS), sexually transmitted infections (STIs), post-exposure prophylaxis (PEP), pre-exposure prophylaxis (PrEP), condom distribution, youth HIV prevention and combination prevention interventions. Manage programme performance, financial management and reporting. Oversee the monitoring of HIV prevention programmes to assess implementation progress, service coverage and achievement of planned targets. Manage the development and implementation of HIV prevention communication strategies. Ensure that prevention messages and campaigns are evidence-based, culturally appropriate and responsive to the needs of different population groups. Manage strategic stakeholder relationships and partnerships. Coordinate partnerships with relevant organisations, including UNAIDS, PEPFAR, research institutions and other development partners, to support national HIV prevention priorities. Manage resources, risks and audit queries. Develop and manage the Directorate's operational plan and ensure alignment with the broader objectives of the National HIV, AIDS and STI Programme.

ENQUIRIES : Ms G Shabangu Tel No (012) 395 9157

APLLICATIONS : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail

OTHER POSTS

POST 43/83 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NDOH 93/2026**
Directorate: Employment Relations and Workplace Support

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 : A Grade 12 certificate (NQF 4) and an undergraduate NQF 7 qualification in Social Work/Psychology or Social Science as recognised by SAQA. Professional registration with the South African Council for Social Service Professions (SACSSP) or Health Professions Council of South Africa (HPCSA). At least three (3) years' experience at Assistant Director level within the health and employee wellness environment. Knowledge and understanding of the employee health and wellness policies and prescripts. Sound knowledge of the Safety, Health, Environment, Risk, and Quality (SHREQ) principles and programs. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of Therapeutic Counselling, Employee Assistance Programme, psychological problems, policy development and implementation. Sound knowledge of the Labour Relations Act, Public Service Regulations and HR Policies. Good communication (verbal and written), problem solving, conflict resolution, negotiation, stakeholder relations and management, project management, financial management, strategic capabilities and leadership, and change management skills.

DUTIES : Manage wellness management programmes and quality of work. Develop, implement, and monitor Employee Health and Wellness (EHW) policies, strategies, and programmes. Design and coordinate initiatives that promote physical, mental, and psychosocial wellbeing of employees. Manage and implement communicable and non-communicable programmes in the department. Manage and monitor the implementation of HIV, STI's and TB prevention to reduce new infections in the department. Facilitate awareness and education campaigns to reduce stigma and discrimination. Develop, coordinate, and implement health and productivity management programmes to promote employees' wellness, improve productivity, and support organisational performance. Monitor absenteeism and presenteeism trends and recommend corrective measures. Facilitate case management and early intervention strategies for employees with health challenges. Manage and promote occupational Health and safety in the workplace. Conduct workplace risk assessments and facilitate mitigation measures. Manage resources, risk

and audit and general administration support to the Sub-Directorate. Provide effective supervision and mentorship to the subordinates. Develop and manage the Sub-Directorate's operational plans and budget. Conduct risk assessments and respond to audit queries.

ENQUIRIES : Mr MS Mahlatjie Tel No: (012) 395 8414
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

POST 43/84 : **VETTING OFFICER REF NO: NDOH 94/2026 (X2 POSTS)**
Chief Directorate: Digital Health Information Systems

SALARY : R338 106 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate and NQF 6 qualification in Social Sciences / Security Management / Policing / Security Risk Management/Criminology or Forensic Studies as recognised by SAQA. Basic vetting course certificates in Security Vetting/Vetting Investigation offered by SSA/SAPS/ SANDF will be an advantage. At least one (1) year of security related and/or vetting experience. Knowledge of Minimum Information Security Standard (MISS) and general administrative function including vetting. Knowledge of Public Service Act and Regulations, National Strategic Intelligence Act, Protection information Act, Criminal Procedure Act, Promotion of Information Act and South African Constitution. Good communication (verbal and written), problem-solving and analysis, initiative, acceptance of responsibilities, teamwork, ability to manage conflict, diplomacy and listening skills, customer focus and responsiveness, planning, organising and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
DUTIES : Conduct vetting fieldwork investigations. Conduct proper analysis and quality checks on the information. Conduct and submit reports to management and NIA on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret and top-secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting-related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the department and SSA and other related agencies. Liaise regularly with SSA, SAPS and Home-Affairs and other critical stakeholders for advice and assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including credit information providers, to access information.
ENQUIRIES : Dr T Nghonyama Tel No (012) 395 8746
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

POST 43/85 : **SECURITY INVESTIGATION OFFICER REF NO: NDOH 95/2026**
Chief Directorate: Environmental Health and Communicable Diseases

SALARY : R338 106 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate and NQF 6 qualification in Policing/Security Risk Management/Forensic Investigation/Criminal Justice or Risk Management. At least one (1) year experience in a security environment and/or investigation. Knowledge of the Minimum Information Security Standards (MISS) and applicable government security requirements. Knowledge of security investigation principles and procedures and government security requirements, security risk management, loss control, evidence handling, case management, relevant legislation, policies and procedures and stakeholder management. Knowledge of Public Service legislative framework. Good communication (verbal and written), facilitation, presentation, listening, interpersonal relations, investigation, interviewing, planning, organising,

problem solving, stakeholder management, record management and computer skills (MS Office package). A valid driver's licence.

DUTIES : Conduct security investigation. Conduct investigations into reported security breaches, theft, loss and damage to departmental property. Conduct interviews with relevant officials and people involved in reported incidents. Compile security investigation reports. Compile preliminary and final security investigation reports. Manage security investigation records. Open and maintain investigation files and case dockets for reported security incidents. Record and safeguard information and evidence obtained during investigations. Liaise with security and law enforcement agencies. Report criminal incidents to SAPS and obtain relevant information relating to the reported cases. Prevent and address physical security breaches. Ensure identified security gaps are addressed through appropriate corrective measures. Manage resources and address audit queries. Monitor compliance with security policies, procedures and key control measures.

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

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

ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Sekhukhune TVET College)
(Free State Community Education and Training College)
(Taletso TVET College)
(KwaZulu Natal CET College)
(Mpumalanga Community Education and Training College)

OTHER POSTS

POST 43/86	:	**ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: SEKTVET13/2026 (X1 POST)**
SALARY	:	R605 742 – R713 535 per annum (Level 10)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12/ Matric plus a three (3) year National Diploma / Degree in Project Management / Business Management / Marketing / Public Administration / relevant qualification as recognised by SAQA. A minimum of 3 years' working experience in stakeholder engagement, partnerships, business development, or education related environment at supervisory level. Proficient in Microsoft Office. Valid Driver's Licence. Knowledge of building and sustaining partnerships in a TVET environment, maintaining placement, innovation, marketing and entrepreneurial insight, financial management, resource mobilisation, interpretation of statutes, Public Service Act, PFMA, Treasury Regulations and related frameworks. Should have excellent communication, negotiation, project coordination, analytical thinking, problem-solving, relationship management, and decision-making skills, ability to interpret and apply public sector legislation and institutional policies.
DUTIES	:	Develop and maintain a database of local businesses; participate in business forums and identify project opportunities; develop project proposals and plans for joint initiatives; facilitate engagement and handover processes with college management; and establish partnerships with industry and relevant stakeholders. Conduct business opportunity scanning, identify opportunities for college income generation, and establish work environment simulation opportunities. Provide market needs and business case rationales for all opportunities and identify appropriate partners or service providers. Coordinate the submission of tenders and funding proposals locally and internationally. Provide information and reports on programmes, funding, and partnerships to DHET and other stakeholders. Manage and strengthen local, provincial, national, and international government relations. Develop and update schedules of local, national, and international government projects and opportunities. Identify College synergies and potential contributions to provincial departments. Build relationships with relevant officials, establish a database of key contacts, and participate in practical opportunities aligned with the College's core business. Conduct research management; oversee and maintain student work placements and Work Integrated Learning (WIL); and manage all human, financial, and other resources of the unit.
ENQUIRIES	:	All enquiries should be directed to Ms Motimele LJ /Ms Mphahlele TD Tel No: (013) 269 0278 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be hand delivered to Human Resources Management, Sekhukhune TVET College – Central Office, Stand No 676, Motetema, 0473, Alternatively, applications may be send to hrmapplications@sektvetcol.co.za
NOTE	:	Application submission Guidelines To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Sekhukhune TVET College is an equal opportunity employer who encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and

financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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 : 11 December 2026 at 12h00

POST 43/87 : **ASSISTANT DIRECTOR: VOCATIONAL PROGRAMMES (MINISTERIAL PROGRAMMES) REF NO: TLT/17/11/2026**
Directorate: Academic Services

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : Grade 12 or NC(V) Level 4; an appropriate recognised three-year National Diploma or Bachelor's degree (NQF Level 6) qualification at REQV 13 or relevant qualification, including a professional teaching qualification. A minimum of five (5) years' relevant teaching and curriculum delivery experience in a TVET college, of which at least three (3) years must have been at campus management or equivalent academic management level. Valid SACE registration and a valid Code B driver's license. Knowledge of the Continuing Education and Training Act, 2006, as amended; TVET college policies; NC(V), Report 191 and other ministerial programmes; ICASS, ISAT and school-based assessment; the Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Sound knowledge of academic planning, quality assurance, learner admissions, curriculum implementation and assessment. Excellent leadership, staff development, analytical, financial management, report-writing, project management, communication and computer skills.

DUTIES : Develop, implement and monitor academic and curriculum policies and quality management documents for ministerial programmes. Oversee coordinated curriculum delivery across campuses, including NC(V), Report 191, Pre-Vocational Learning Programmes and other approved ministerial offerings. Implement DHET instructions and revised qualifications. Coordinate ICASS, ISAT, examinations, school-based assessment and academic interventions; analyse results and monitor Facilitator / Lecturer performance and classroom support visits. Develop and monitor the College Academic Year Planner, Teaching and Learning Plan and programme delivery targets. Guide admissions and enrolment planning in relation to campus capacity. Coordinate teaching and learning materials, facilities, equipment, PPE requirements and blended learning/LMS support. Oversee relevant student administration systems, staff allocations and academic timetables. Support Facilitator / Lecturer development, chair academic management meetings, provide Academic Board and executive reports, and coordinate applications for approval of new programmes and subjects. Manage the human, financial and other resources assigned to the unit.

ENQUIRIES : Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments

may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/88 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: TLT/19/11/2026**
Directorate: Academic Services

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : Grade 12 or NC(V) Level 4; an appropriate recognised three-year National Diploma or Bachelor's Degree (NQF Level 6) qualification in Psychology, Social Work or a relevant qualification. A minimum of five (5) years' relevant experience in student support, counselling, student development or education support, of which at least three (3) years must have been at supervisory level. A valid driver's license and proficiency in Computer skills. Knowledge of career guidance, academic support, disability inclusion, student governance, student wellness, NSFAS-related processes, the Continuing Education and Training Act, 2006, as amended, and relevant public-service legislation. Proven skills in leadership, counselling coordination, stakeholder management, financial management, planning, reporting, interpersonal communication and problem-solving; ability to work with diverse student communities and outside standard hours when necessary.
DUTIES : Plan, coordinate and manage the College's Student Support Services unit. Oversee student counselling and referral arrangements, career guidance, academic support interventions and student wellness programmes. Support student governance, representative structures and student leadership development. Coordinate disability inclusion, gender mainstreaming, student retention interventions and student support reporting. Manage the College's sports, recreation, arts and culture activities. Build effective internal and external stakeholder relationships. Maintain student support records, management information and internal controls, and report regularly to senior management. Manage the unit's human, financial and other resources.
ENQUIRIES : Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE : 15 January 2027 at 16h00

POST 43/89	:	**ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (MAFIKENG CAMPUS) REF NO: TLT/20/11/2026** Directorate: Academic Services
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Mafikeng Campus
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Public Management, Public Administration, Office Management or relevant qualification. A minimum of five (5) years' relevant campus, education or public-sector administration experience, of which at least three (3) years must have been at supervisory level. A valid driver's license and computer skills. Knowledge of TVET student registration and examination administration, HR administration, public-sector financial management, asset and supply chain management, facilities and fleet administration, the Public Service Act, Public Service Regulations, Labour Relations Act and relevant governance and employment equity prescripts. Strong planning, records management, budgeting, reporting, leadership and problem-solving skills.
DUTIES	:	Manage academic and student administration support at Mafikeng Campus, including admissions, registration and examination administration. Coordinate campus human resources administration, staff performance agreements and the provision of accurate institutional information to Central Office and DHET. Oversee delegated finance, asset, procurement and supply chain administration and monitor campus budgets and expenditure. Coordinate campus facilities, infrastructure maintenance, fleet and general administrative support. Maintain proper records and filing controls. Supervise, develop and manage the human, physical and financial resources of the administration unit.
ENQUIRIES	:	Mr. M. Ramalapa, Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/90	:	**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TLT/21/11/2026** Directorate: Finance and Administration
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Supply Chain Management, Logistics, Finance or another relevant qualification. A minimum of five (5) years' relevant supply chain management experience, of which at least three (3) years must

have been at supervisory level. A valid driver's license and computer skills. Knowledge of the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and applicable procurement prescripts, B-BBEE requirements, asset management, demand, acquisition, logistics, contract and disposal management. Strong ethical judgement, procurement planning, stakeholder coordination, report writing, financial control and people management skills.

DUTIES : Develop, implement, monitor and review the College's supply chain management policies, procedures and internal controls. Manage demand planning, acquisition and logistics processes and support the annual procurement plan. Oversee procurement of goods and services, quotations, bids, supplier records, contract administration and procurement reporting in accordance with applicable legislation and delegations. Oversee asset management, inventory and disposal processes, and ensure reliable audit trails and records. Monitor procurement risks, compliance and audit findings. Manage staff, budgets and resources within the unit.

ENQUIRIES : Mr. M. Ramalapa, Tel No: (018) 384 2346/50 Ext 1021

APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/91 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TLT/23/11/2026**
Directorate: Corporate Services

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Central Office

REQUIREMENTS : Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Human Resource Management, Personnel Management, Public Administration, Public Management or a relevant qualification. A minimum of five (5) years' relevant human resource management experience, of which at least three (3) years must have been at supervisory level. A valid driver's license. Knowledge of PERSAL, conditions of service, leave and personnel administration, recruitment and selection, performance management, labour relations, employee health and wellness and HR records. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act and Batho Pele principles. Computer skills and strong report-writing, supervisory and problem-solving skills. An introductory PERSAL certificate and extensive experience in leave or personnel administration will be added advantages.

DUTIES	:	Manage the College's human resource management services, including recruitment and selection, appointments, conditions of service, personnel and leave administration and employee benefits. Implement performance management and development systems and coordinate HR development and training activities. Manage employee relations processes and coordinate employee health and wellness programmes within the approved institutional arrangements. Maintain reliable and confidential HR records and ensure appropriate use of PERSAL. Monitor HR legislation and policy compliance, respond to audit and management information requests and supervise and develop staff.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/92	:	**ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: TLT/24/11/2026** Directorate: Finance and Administration
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Financial Management, Accounting, Public Finance, Cost and Management Accounting or a relevant qualification. A minimum of five (5) years' relevant financial management experience, of which at least three (3) years must have been at supervisory level. A valid driver's license and advanced working knowledge of Excel and other relevant office and financial systems. Knowledge of the Public Finance Management Act, Treasury Regulations, applicable accounting standards, budget administration, cash-flow management, financial reporting, internal controls, audit processes, public procurement and asset management. Strong financial analysis, report writing, organisational and people management skills.
DUTIES	:	Oversee College financial administration and accounting records in accordance with approved systems and delegated authority. Support preparation, implementation and monitoring of institutional budgets, cash-flow forecasts and funds requisitions. Supervise account reconciliations, financial controls and periodic management reports. Coordinate information and evidence for internal and external audits and ensure timely follow-up on audit findings. Monitor and report unauthorised expenditure, irregular expenditure, and fruitless and wasteful expenditure as required by applicable prescripts. Coordinate relevant financial risk and compliance activities and support the

implementation of asset management controls. Manage the human and financial resources of the unit.

ENQUIRIES : Mr. M. Ramalapa, Tel No: (018) 384 2346/50, Ext 1021

APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/93 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: TLT/25/11/2026**
Directorate: Marketing and Communication

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Central Office

REQUIREMENTS : Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Marketing, Corporate Communication, Public Relations, Journalism or a relevant qualification. A minimum of five (5) years' relevant experience in marketing, corporate communication or public relations, of which at least three (3) years must have been at supervisory level. A valid Code B driver's license. Demonstrable experience in stakeholder and media relations, digital marketing, brand management, campaign planning, events management, website management and social media. Knowledge of public-sector communication, College governance, marketing budgeting and government procurement requirements. Strong writing, editing, research, photography coordination, project management, interpersonal and leadership skills. Graphic design knowledge will be an added advantage. Willingness to travel and work irregular hours when required.

DUTIES : Develop, implement and monitor the College's marketing, communication and public relations strategies and annual plans. Manage institutional branding, media liaison, internal communication and consistent messaging across College platforms. Prepare and coordinate press releases, feature articles, website content, social media content, public notices and other communication products. Manage media enquiries and monitor media coverage, online engagement and campaign performance; submit analytical reports to senior management. Coordinate outreach, exhibitions, campaigns, official events, photographic coverage and event-related publicity. Manage communications and marketing budgets within applicable policies and delegated authority. Conduct internal and external customer satisfaction surveys, analyse findings and report on improvement actions. Oversee content management for the College website, social media and web applications.

ENQUIRIES : Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021

APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or

hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/94 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: SEKTVET14/2026 (X1 POST)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Central Office
REQUIREMENTS : A recognized undergraduate qualification / Bachelor's Degree / National Diploma in Financial Accounting, Cost and Management Accounting and/ or Financial Management or equivalent qualification. Minimum of three years supervisory experience gained in a financial environment. Minimum of three to five years' experience in budgeting, financial accounting and financial management reporting. Recommendation: Computer Literacy. Valid Driver's Licence. Sound understanding of GRAP and other relevant finance reporting standards. Strategic capability and leadership. Problem solving and analysis. Technical proficiency, quality management, reconciliation and financial management, communication management and people management and empowerment. A dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector. Candidate must be willing to work irregular hours and be committed to meet deadlines within tight timeframes. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet.

DUTIES : Develop financial management policies and procedure. Conduct financial planning. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan for spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components Advice managers about allocation, approval and budget. Monitor that all shifts are included in the adjusted budget. Provide assets, liability and debt management services. Ensure that expenditure is in line with the budget item. Provide inputs on creation of new ledger accounts; Facilitate processing of journals; clear all suspense accounts before closure of the reporting period; Review of reconciliations of General Ledger accounts. Preparation of annual

		financial statements for audit purpose; Preparation of interim financial statements required by management. Contributes to the preparation of the Annual Report and condition grant. Liaise with external and internal auditors; Resolution of internal and external audit queries; Implementation of internal and external audit recommendations. Management of students Debts: Oversee the identification and accurate recording of debts owed to the college. Liaise with debtors and determine payback conditions and timeframes. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure accurate set up of the college fee structure for student billing and accurate billing of other debtors. Managing the preparation of monthly reconciliation i.e. NSFAS Recon, Revenue Recon and Allowance Refund Reconciliations. Managing the reconciliation of all SETA projects. Ensure the safeguarding of all source documents. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.
ENQUIRIES	:	All enquiries should be directed to Ms Motimele LJ /Ms Mphahlele TD Tel No: (013) 269 0278 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be hand delivered to Human Resources Management, Sekhukhune TVET College – Central Office, Stand No 676, Motetema, 0473, Alternatively, applications may be send to hrmapplications@sektvetcol.co.za
NOTE	:	Application submission Guidelines To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Sekhukhune TVET College is an equal opportunity employer who encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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	:	11 December 2026 at 12h00
POST 43/95	:	**SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT/ ASSET MANAGEMENT REF NO: DHET02/11/2026 (X2 POSTS)** Division: Financial Services Section: Supply Chain Management and Asset Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Siyabuswa
REQUIREMENTS	:	An appropriate National Diploma (NQF level 6) in Supply Chain Management, Logistics, Public Management, Purchasing Management or related qualification. BAS, LOGIS and MIS will be added advantage. A minimum of two (2) years' experience in Supply Chain Management and Assets Management environment. Knowledge and understanding of the Assets disposal procedure, Supply Chain Management legislation and policies, Public Finance Management Act (PFMA), Treasury Regulations, and Preferential Procurement Policy Framework Act (PPPFA) and the BBBEE requirements. Report writing and administrative skills, Communication and interpersonal skills, Planning, Organising and problem-solving skills, Customer care services and Computer Literacy (MS Office and SCM Systems).
DUTIES	:	Render bidding administration functions for the College bid committees. Compile bid documents and ensure submission of specifications to the bid committee and submission to Finance for budget purposes. Advertise tenders and publish tender invitations. Ensure sourced quotations from the database

		are in line with the threshold values determined by the National Treasury. Administer the procurement of goods and services through effective and efficient demand management services. Conduct supplier evaluation and implement procurement policies in line with relevant prescripts and legislations. Facilitate the generation of purchase orders, submissions for approval and submissions of purchase orders to the relevant parties. Provide effective contract management service to the College. Develop contracts/ Service level agreements (SLA's) in accordance with the stipulated conditions. Ensure prompt processing of renewals, amendments and termination of contracts. Coordinate, review and monitor contract compliance. Administer logistical and disposal services. Ensure the safekeeping and distribution of goods. Receive and check goods on the relevant register. Administer the College assts register. Ensure movement of assets is properly recoded and authorised. Management of Human and financial resources in the unit. Supervise and guide staff. Manage the development and performance of staff. Allocate and ensure quality of work.
ENQUIRIES	:	Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072
APPLICATIONS	:	Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za
NOTE	:	Applications must be submitted on the NEW Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 unsuccessful. The Department will not be liable where applicants use incorrect / no reference number (s) on their applications. 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.
CLOSING DATE	:	11 December 2026 at 16h00.
POST 43/96	:	**SENIOR PROVISIONING OFFICER REF NO: KZNCET/SPO/2026/01 (X1 POST)** Branch: Community Education and Training
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Central Office, Springfield, Durban
REQUIREMENTS	:	Grade 12 / Matric / NCV Level 4 Certificate. An appropriate National Diploma / Degree in Supply Chain Management/ Finance or relevant NQF6 qualification; at least 2 to 4 years' relevant work experience in PSET environment, compilation of asset register, asset management. Advanced MS packages skills, PERSAL and BAS. Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards, PFMA, Treasury Regulations on Asset Management and Central Supplier Database.
DUTIES	:	Develop, review, implement and monitor SCM policies in line with relevant legislation; oversee the procurement of goods and services for the College; oversee the administration of demand and acquisition; ensure and up-to-date

database of service providers; analysis and planning of procurement requirements, the collating of information for the annual procurement report; SCM record keeping and reporting; oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.edu.za

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your 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 written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 11 December 2026

POST 43/97 : **SENIOR PROVISIONING OFFICER (AUDITING & RISK) REF NO: KZNCET/SPO/2026/02 (X1 POST)**
Branch: Community Education and Training

SALARY : R413 001 per annum (Level 08)

CENTRE : Central Office, Springfield, Durban

REQUIREMENTS : Grade 12 / Matric /NCV Level 4 Certificate. An appropriate National Diploma / Degree in Risk Management / Auditing or relevant NQF 6 qualification; at least

2 to 4 years' relevant work experience in PSET environment, compilation of asset register, asset management. Advanced MS packages skills, PERSAL and BAS. Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards, PFMA, Treasury Regulations on Asset Management, Central Supplier Database.

DUTIES : Provide administrative support to the directorate. Maintain filling system for the risk management directorate. Facilitate communication and correspondence with internal and external stakeholders on risk related matters. Update the risk database and register. Provide secretariat support for Risk management Committee meetings. Prepare material for the Risk Committee meetings. Render risk management support. Collect data from various units. Facilitate and coordinate the completion and maintenance of the risk register and ensure regular updates from various units. Consolidate risk information for submission of reports. Assist with the facilitation of risk assessments, workshops, and awareness sessions. Facilitate the implementation of the identified risk response activities. Follow up on outstanding action items from audits and risk assessment. Act as the key point of contact for risk related queries from business units. Maintain record for of internal audits, inspections, and risk assessments. Monitor compliance and reporting. Aid in tracking risk compliance with internal risk policies. Gather risk related information to ensure adherence with risk policies. Maintain documentation and evidence to support compliance with governance requirements. Track and monitor audit findings and ensure timeous implementation of corrective measures.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.edu.za

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Selection panels

shall score both technical exercises as an additional criterion in the interview process. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your 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 written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 11 December 2026

POST 43/98 : **SENIOR PROVISIONING OFFICER: SCM REF NO: FSCET 01/11/2026 (X2 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : Recognised Diploma / Degree in Supply Chain Management / Logistics or equivalent qualification. Three (3) or more relevant experience in Supply Chain and Assets Management. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, legislation and regulations, Knowledge and understanding of the Supply Chain Management and Asset Management: Assets disposal procedure, PFMA, Treasury Regulations, Skills and Competencies: Computer skills, Planning and organizing, Good verbal and written communication, Basic numeracy skills, Ability to work under pressure and meet deadlines. Customer care services, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organizing, Financial management and Report writing. Computer literacy (MS Office).
DUTIES : Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents and ensure submission of specification to the Bid Committee and submission to finance department for budget purposes. Advertise tenders and publish tender invitations. Ensure sourcing of quotations from accredited suppliers through College database. Ensure arrangement and coordination of briefing sessions where necessary. Conduct supplier evaluation and implement procurement policies in line with relevant prescripts and legislations. Facilitate the generation of purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Provide an effective Contract Management service to the College. Administer all leased asset term of contract and facilitate the disposal of assets.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION : Mr GT Mothate
NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.
CLOSING DATE : 11 December 2026 at 16:00

POST 43/99	:	**SENIOR ICT TECHNICIAN REF NO: TLT/28/11/2026** Directorate: Corporate Services
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised National Diploma or Bachelor's degree (NQF Level 6) in Information Technology, Computer Science or a relevant qualification. A minimum of three (3) years' relevant hands-on ICT support experience, including hardware, software, desktop support, network infrastructure and server administration. A valid driver's license. Knowledge of helpdesk operations, second- and third-line escalation, network and voice communications, ICT security, software installation and licensing, ICT asset management and troubleshooting. Industry certifications such as A+, Network+, Security+, MCSE/MCITP or ITIL Foundation will be advantageous. Willingness to travel and work outside normal hours when necessary. Good communication, documentation and problem-solving skills.
DUTIES	:	Provide and coordinate technical support for the installation, configuration, maintenance, repair and replacement of computers, printers, communication equipment and related peripherals. Maintain network configurations, ICT security controls, servers and relevant institutional information systems. Respond to ICT service requests, maintain equipment and software inventories, and support backups and security updates. Liaise with ICT service providers on licensing, maintenance, upgrades and related procurement. Support College ICT projects and staff training; advise the ICT Manager on technical risks, equipment needs and service levels. Guide assigned technical staff and help maintain sound ICT asset records.
ENQUIRIES	:	Mr. M. Ramalapa, Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/100	:	**STATE ACCOUNTANT REF NO: DHET03/11/2026 (X4 POSTS)** Division: Financial Services Section: Financial Accounting
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Siyabuswa
REQUIREMENTS	:	An appropriate National Diploma (NQF level 6) in Financial Accounting, Accounting, Accounting Sciences or related qualification. A minimum of two (2) years' experience in financial accounting, general ledger administration, financial transaction processing. Knowledge and understanding of the financial accounting principles and practices, general ledger management and account

reconciliations, financial transaction processing and cashbook accounting, preparation of financial report and supporting schedules, applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management, computerized accounting and financial management systems. Skills required are financial accounting principles and practices, general ledger management and account reconciliations, financial transaction processing and cashbook accounting, preparation of financial report and supporting schedules, applicable financial management legislation regulations and institutional policies, internal controls, audit requirements and financial records management, computerized accounting and financial management systems.

DUTIES : To provide operational financial accounting services through recording, processing, reconciliation and reporting of financial transactions, maintenance of accounting records and preparation of financial information. Financial transaction and accounting records. Process and verify financial transaction in accordance with approved financial procedures and delegated authority. Ensure that transaction is supported by appropriate documentation and correctly classified in the accounting records. Maintain accounting registers, journal, ledgers and supporting schedules relevant to the assigned responsibilities. General ledger management and reconciliations. Assist in maintaining and updating general ledger accounts in accordance with approved accounting procedures. Prepare monthly reconciliations of assigned accounts and investigate reconciling items. Verify the accuracy of ledger balances against supporting schedules and source documentation. Monitor outstanding reconciling items and follow up with relevant officials to facilitate. Financial reporting and period-end procedures. Prepare financial schedules and supporting information for monthly, quarterly and annual financial reporting. Assist in compiling annual financial statement working papers and supporting schedules. Payments, receipts and cashbook accounting. Process and account for authorised payments and receipts in accordance with approved financial procedures. Assist in maintaining cashbook records and reconciling cashbook balances with bank statement. Monitor the allocation and recording of receipts and other cashbook discrepancies. Financial compliance, internal controls and audit support. Apply applicable financial management legislation, regulations, polices and approved accounting procedures. Identify weaknesses, discrepancies and potential non-compliance and report them to the supervisor. Monitor outstanding audit queries relating to assigned financial accounting activities. Liaise with relevant College units to obtain supporting documentation and resolve accounting queries.

ENQUIRIES : Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072

APPLICATIONS : Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za

NOTE : Applications must be submitted on the New Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 unsuccessful. The Department will not be liable where applicants use incorrect / no reference number (s) on their applications. 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.

CLOSING DATE	:	11 December 2026 at 16h00.
POST 43/101	:	**EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: TLT/29/11/2026** Directorate: Corporate Services
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; an appropriate recognised National Diploma or Bachelor's degree (NQF Level 6) in Psychology, Social Work or a relevant qualification. A minimum of three (3) years' relevant experience in employee health and wellness. A valid driver's license and willingness to travel. Knowledge of the Employee Health and Wellness Strategic Framework for the Public Service, its four pillars, counselling and trauma-support referral procedures, employee wellness education, disability and sick leave processes, the Compensation for Occupational Injuries and Diseases Act and applicable public-service policies. Professional registration with an appropriate regulatory body will be an added advantage, where applicable. Sound ethical judgement, confidentiality, communication, case management, planning, report-writing and computer skills.
DUTIES	:	Coordinate and administer employee health and wellness programmes for college personnel. Plan and facilitate wellness awareness campaigns, health education and related events. Provide appropriate initial support, psycho-education, referral and case coordination within the incumbent's professional scope of practice, including trauma-related matters. Monitor EHW indicators, sick-leave trends, injury-on-duty administration and incapacity-related processes in accordance with applicable procedures. Coordinate the implementation of recommendations made by qualified external service providers and maintain confidential case and programme records. Provide guidance and reports to management, evaluate programme impact and support improvements to employee wellness services.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/102	:	**HUMAN RESOURCE PRACTITIONER REF NO: HRP/01/11/2026** Directorate: Corporate Services (12-Month College-Funded Contract)
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Central Office

REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in human resource management, Human Resource Development or a relevant qualification. A minimum of three (3) years' relevant HR administration experience. A relevant PERSAL certificate, working knowledge of PERSAL and COLTECH, and a valid driver's license. Knowledge of employee conditions of service, payroll and benefits, leave, recruitment and selection, personnel records, confidentiality and applicable public-service HR legislation. Strong computer skills, accuracy, organizational, interpersonal, analytical and report-writing skills; ability to meet deadlines and work independently or within a team.
DUTIES	:	Administer conditions of service, employee remuneration, housing, pension and other approved benefits. Process leave, personnel changes, terminations and relevant payroll transactions and respond to HR queries. Maintain signed employment contracts, declarations of interest, confidentiality agreements and current personnel records. Provide recruitment and selection administration, including application handling, screening support, preliminary and final shortlisting administration, interview arrangements and qualifications verification. Maintain recruitment databases and an effective records-management system, including archiving and audit retrieval. Compile HR reports and correspondence and support the HR unit in carrying out approved duties.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/103	:	**SOUTH AFRICAN SIGN LANGUAGE (SASL) PRACTITIONER REF NO: SASL/03/11/2026** (12-Month College-Funded Contract) Directorate: Academic Services
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Mafikeng Campus
REQUIREMENTS	:	Grade 12 or equivalent; a recognised South African Sign Language interpreting qualification or a National Diploma or degree in Language Practice, Linguistics, Inclusive Education or a relevant qualification, together with a minimum of one (1) year's relevant practical SASL interpreting experience. Demonstrable fluency in SASL and an understanding of Deaf culture and ethical interpreting practice. Experience interpreting lessons, practical classes or assessments in an educational setting will be an advantage. Computer skills and knowledge of inclusive student support. Registration with SACE and/or a recognised professional interpreting body will be an added advantage where applicable.

DUTIES	:	Provide accurate and accessible SASL interpretation for Deaf students during classroom teaching, practical sessions, campus academic activities, assessments and examinations. Work with Facilitator / Lecturers to prepare accessible learning materials and communicate subject-specific concepts, including relevant NC(V) Office Administration Levels 2 to 4 content. Facilitate students' academic participation and access to study support and College services while respecting professional interpreting boundaries. Maintain appropriate records, communicate barriers to teaching and learning, and support disability inclusion and awareness activities.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/104	:	**CHIEF REGISTRY CLERK REF NO: TLT/30/11/2026** Directorate: Corporate Services
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; National Diploma or Bachelor’s degree (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. A certificate in records management from the National Archives or an equivalent recognised records-management programme will serve as advantage. A minimum of three (3) years' relevant registry and records management experience. Knowledge of the National Archives and Records Service of South Africa Act, Public Service Act, approved records classification systems, filing, mail and courier administration, records retention and disposal and electronic scanning. Computer skills and the ability to supervise staff, maintain registers, provide customer service and prepare accurate administrative records.
DUTIES	:	Supervise the opening, indexing, filing, tracing, retrieval, movement, closure and archiving of records in line with the approved file plan. Manage incoming and outgoing mail, courier services, post-office procedures, franking controls, remittances and related registers. Maintain accurate tracking records for valuable articles, correspondence and electronic records; coordinate scanning and safe storage of institutional files. Prepare approved records for archiving or disposal in terms of applicable legislation and policy. Attend to registry enquiries, supervise registry staff, assess their performance, coordinate training and ensure adherence to registry controls.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or

hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/105 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: KZNCET/SA/2026/03 (X3 POSTS)**
Branch: Community Education and Training

SALARY : R338 106 per annum (Level 07)
CENTRE : Central Office, Springfield, Durban
REQUIREMENTS : Grade 12 / Matric / NCV Level 4 Certificate. An undergraduate National Diploma/ Degree NQF level 6 or 7 in Financial Management / Accounting / Cost Management Accounting as recognized by SAQA and any relevant qualification. at least 2 to 3 years' relevant work experience in CET environment of which Two (2) years' experience must be in financial accounting, general ledger administration, financial transaction processing, reconciliations or financial reporting, accompanied by the letter from the employer. Knowledge: Financial accounting principles and practices, General ledger management and account reconciliations, financial transaction processing and cashbook accounting, Preparation of financial reports and supporting schedules, Applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management Computerised accounting and financial management systems. Skills: Financial accounting principles and practices, General ledger management and account reconciliations, financial transaction processing and cashbook accounting, Preparation of financial reports and supporting schedules, Applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management, Computerised accounting and financial management systems.

DUTIES : Financial Transactions and Accounting Records. General Ledger Management and Reconciliations. Financial Reporting and Period-End Procedures. Payments, Receipts and Cashbook Accounting. Financial Compliance, Internal Controls and Audit Support. Financial Records Management and Operational Support. Application for SETA discretion grants, implementation of projects, and any other related activities. Assist area offices to compile budget forecast. Assist with compiling the MTEF budget. Analyse, interpret and implement the treasury guidelines. Assist with the development of templates for the collection of budget information from line functionaries. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Assist to manage budget planning for raw setting water price, assist to ensure adequate utilisation of budget and Monitor compliance with financial prescripts. Process budget shifts in accordance with applicable financial procedures and confirms budget availability before

transactions are processed. Coordinate and consolidate variance explanations from relevant Managers and ensure timely submission of supporting information. Monitor and report on programme expenditure, identifying variances and expenditure trends.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.edu.za

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your 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 written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 11 December 2026

POST 43/106 : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT REF NO: KZNCET/SCM/2026/04 (X2 POSTS)**
Branch: Community Education and Training

SALARY : R338 106 per annum (Level 07)

CENTRE : Central Office, Springfield, Durban

REQUIREMENTS : Grade 12 / Matric / NCV Level 4 Certificate. An undergraduate National Diploma / Degree NQF level 6 or 7 in Accounting / Supply Chain Management or a relevant qualification. at least 2 to 3 years’ relevant work experience in PSET environment of which Two (2) years’ experience must be in in Supply Chain & Asset Management. Knowledge: BAS/LOGIS/Business Dynamics system, Assets disposal procedure, Legislative framework governing the Public Service Knowledge of Assets Management, Supply Chain Policies,

Department of Higher Education mandate Skills: Planning and organizing, Communication (Good verbal and written), Computer Literacy, Flexibility, Customer care services, Report writing, Flexibility, Teamwork.

DUTIES : Capture new acquisitions, movements, transfers and disposals on the Asset Register accurately and timeously. Prepare and file source documents and supporting records for journal entries. Assist with monthly reconciliations of the Asset Register against the Trial Balance. Assist in investigating and clearing unreconciled items as directed by the supervisor. File and maintain supporting records used to reconcile the Asset Register. Capture data for assets earmarked for disposal. Assist with the verification of assets earmarked for disposal and report discrepancies to the supervisor. Update the loss register and open files for all reported losses. Assist in drafting reports of reported losses to Security. Assist in compiling monthly loss reports. Perform physical verification of assets recorded on the Asset Register. Barcode all assets and capture inventory lists. Update asset information on the register after verification. Report any missing, misplaced or unverified assets to the supervisor. Promote awareness of asset management policies, procedures and guidelines among users. Report instances of non-compliance with asset management policies and procedures to the supervisor. Handle asset information with integrity, confidentiality and accuracy at all times. Update the Finance Lease Register daily. Track and report on the expiry of leased assets monthly. Assist with the bi-annual verification of leased assets. Collection of revenue due to the department and proper management thereof. Ensure timeous and compilation of monthly reports. Assist in the Preparation of Annual Financial Statements and interim Financial Statements for the department.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.edu.za

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your 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 written consent unless required by law. The college

reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 11 December 2026

POST 43/107 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: FSCET 02/11/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : An appropriate Diploma / Degree NQF Level 6/7 qualification in Accounting, Financial Management, Management Accounting or equivalent as recognized by SAQA. At least two (2) or more years of experience and a valid driver's license. Knowledge: Management accounting and budgeting principles. Budget preparation, expenditure monitoring and variance analysis. Financial reporting and forecasting. Financial management policies and procedures. Applicable public sector financial management requirements. Internal controls and audit documentation. Computerised financial management and reporting systems. Skills And Competencies: Numerical and analytical skills, Budget analysis and financial data interpretation, Report writing and preparation of financial schedules, Computer literacy, particularly spreadsheets and financial systems, Communication and interpersonal skills, Planning, organising and time management, Problem-solving and attention to detail.
DUTIES : Assist in coordinating the preparation of annual and medium-term budget and assist in preparing budget schedules, cost estimates and supporting documentation. Monitor actual expenditure against approved budget allocations. Identify budget variances, potential overspending and under utilisation of allocated funds. Investigate expenditure deviations and prepare explanations for review by the Assistant Director. Maintain records of expenditure, commitments and available budget balances using approved systems. Compile monthly, quarterly and other periodic budget performance reports. Maintain supporting documentation for budget transactions, adjustments and management reports. Maintain accurate, complete and up-to-date budget records, expenditure schedules and supporting documentation. Capture and update budget information on approved financial management systems.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION : Mr GT Mothate
NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.
CLOSING DATE : 11 December 2026 at 16:00

POST 43/108 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: FSCET 03/11/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : An appropriate Diploma / Degree NQF Level 6/7 qualification in Accounting / Financial Accounting / Accounting Sciences, equivalent as recognized by

SAQA. At least two (2) or more years of experience in financial accounting, general ledger administration, financial transaction processing, reconciliations or financial reporting and a valid driver's license. Knowledge: Financial accounting principles and practices. General ledger management and account reconciliations. Financial transaction processing and cashbook accounting. Preparation of financial reports and supporting schedules. Applicable financial management legislation, regulations and institutional policies. Internal controls, audit requirements and financial records management. Computerised accounting and financial management systems. Skills And Competencies: Numerical and analytical skills, Budget analysis and financial data interpretation, Report writing and preparation of financial schedules, Computer literacy, particularly spreadsheets and financial systems, Communication and interpersonal skills, Planning, organising and time management, Problem-solving and attention to detail.

DUTIES : Process and verify financial transactions in accordance with approved financial procedures and delegated authority. Prepare financial schedules and supporting information for monthly, quarterly and annual financial reporting. Assist in maintaining and updating general ledger accounts in accordance with approved accounting procedures. Process and account for authorised payments and receipts in accordance with approved financial procedures. Assist in maintaining cashbook records and reconciling cashbook balances with bank statements. Monitor the allocation and recording of receipts to the appropriate accounts and funding sources. Apply applicable financial management legislation, regulations, policies and approved accounting procedures. Provide financial records, reconciliations, schedules and supporting documentation for internal and external audits. Maintain organised, accurate and accessible financial accounting records in accordance with approved record management procedures. Safeguard financial documents and confidential information against unauthorised access or disclosure.

ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021

APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.

FOR ATTENTION : Mr GT Mothate

NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.

CLOSING DATE : 11 December 2026 at 16:00

POST 43/109 : **STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: FSCET 04/11/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Free State CET College (Bloemfontein)

REQUIREMENTS : An appropriate Diploma or Degree (NQF level 6/7) in Accounting / Financial Management or equivalent qualification recognised by SAQA. Experience in the financial management 2 or more years of experience in Payroll environment will be an added advantage. A valid driver's license. Knowledge: Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems. Skills And Competencies: 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.

DUTIES : Ensure the Implementation of Budget Control and expenditure, Manage income and expenditure, Compile financial reports, Administer payroll control and salary administration: Provide inputs and implement salary administration and payroll control policies. Reconcile salary payments against the salary ledgers for all cost centres on the system. Manage the written appointment of paymaster. Maintain and update pay points and their associated staff. Print, distribute and collect payrolls. Sign a monthly salary administration and payroll control compliance certificate. and Supervise human resources/staff.

ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021

APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.

FOR ATTENTION : Mr GT Mothate

NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.

CLOSING DATE : 11 December 2026 at 16:00

POST 43/110 : **STATE ACCOUNTANT: PROJECTS REF NO: FSCET 05/11/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Free State CET College (Bloemfontein)

REQUIREMENTS : An recognized three (3)/four (4) year qualification in Project Management or three (3)/four (4) year qualification plus a certificate in Project Management (NQF Level 5) as recognised by SAQA. Two (2) or more relevant experience in project management environment. A valid driver's license. Knowledge: Knowledge and understanding of project management, budgeting, Coordination of meetings, Public Service prescripts, industrial operations, Identification of opportunities in the market, opportunity linkages with industries. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy, Networking, Research and Placement.

DUTIES : Ensure Facilitate the development of Project Plans: Conduct project related costing investigations: Analyse project expenditure against project budget and project milestones. Monitor the in-time availability of funds as per MOU/SLA. Human resource planning and management of project team: Coordinate and execute the identification, recruitment, evaluation and selection of suitable students and former students for participation in workplace opportunities. Identifying potential partners and networks to benefit and support exiting students.

ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021

APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.

FOR ATTENTION : Mr GT Mothate

NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered.

		Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00
POST 43/111	:	**STATE ACCOUNTANT: INTERNAL AUDIT REF NO: FSCET 06/11/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Free State CET College (Bloemfontein)
REQUIREMENTS	:	Recognised Diploma/Degree in Internal Audit/ Accounting or equivalent qualification. Two (2) or more years of relevant experience in an auditing environment. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, legislation and regulations; knowledge and understanding of the Internal Audit environment. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organizing, Financial management and Report writing.
DUTIES	:	Ensure overall supervision, develop, review and monitor the implementation of internal audit policies: Develop and review risk and fraud policies. Conduct awareness workshop. Participate in the compilation of draft three-year strategic risk based on internal audit and one-year operational plan. Conduct audits as outlined in the internal audit plan. Monitor progress in the implementation of audit action plan. Develop annual risk register. Monitor all identified risk quarterly. Conduct risk assessments on an ongoing basis involving relevant stakeholders. Conduct regular risk management training. Coordinate and arrange all audit and risk committee meetings quarterly and through special requests. Serve as a secretariat in audit and risk committee meetings. Prepare all logistical arrangements for audit and risk committee meetings. Implement the recommendations of the Audit and Risk Committee. File all internal audit and risk documents.
ENQUIRIES	:	Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS	:	Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION	:	Mr GT Mothate
NOTE	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00
POST 43/112	:	**SUPPLY CHAIN AND ASSET MANAGEMENT CLERK REF NO: DHET04/11/2026 (X8 POSTS)** Section: Supply Chain Management and Asset Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Siyabuswa
REQUIREMENTS	:	An appropriate national senior certificate/ Grade 12. An undergraduate national diploma in Supply Chain Management, Logistics, Public Management and Purchasing Management will be an added advantage. Knowledge of SCM policies and procedures and Treasury regulations. Administrative and organisational skills. Communication and coordination skills. Attention to detail.

Computer literacy. The incumbent must be client service focus, have integrity, committed, proactive and loyal.

DUTIES : Procurement administration, capturing requisition and purchased orders. Sources quotations in line with SCM thresholds. Supplier coordination, maintain supplier database and records. Assist with bid and quotation processes. Compliance and record keeping. Track orders and ensure delivery compliance. Maintain procurement documentation and filing. Support to bid processes; assist with contract administration records and ensure compliance with SCM prescripts.

ENQUIRIES : Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072

APPLICATIONS : Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za

NOTE : Applications must be submitted on the New Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.

CLOSING DATE : 11 December 2026 at 16h00.

POST 43/113 : **FINANCE CLERK REF NO: DHET05/11/2026 (X7 POSTS)**
Division: Financial Services
Section: Financial Accounting

SALARY : R237 453 per annum (Level 05)
CENTRE : Siyabuswa
REQUIREMENTS : A senior certificate (Grade 12) or National Senior Certificate. An undergraduate national diploma in Financial Management, Financial Accounting, Accounting or Public Finance will be added advantage. No experience required. Knowledge of Public sector financial administration, basic accounting principles, understanding of PFMA and related Management prescripts and Computerized financial systems. Financial administration, Numerical, Data capturing, reconciliation, record keeping, interpersonal communication skills and Computer Skills.

DUTIES : Receive and process financial documents and transactions in accordance with approved procedures. Capture financial transactions accurately on the relevant financial system. Process payments, journals and other financial transactions as authorised. Maintain proper filing and safekeeping of financial records. Provide expenditure administration support. Receive and verify invoices, claims and payment requests. Check invoices against supporting documentation and approved authorisations. Assist with the processing and monitoring of supplier payments. Maintain expenditure-related records and registers. Provide revenue and receipt administration support. Receive and process revenue-related documentation. Assist with the follow-up of outstanding revenue- related transactions. Perform financial reconciliations and record maintenance. Providing financial administration support for budgeting and reporting. Assist with the collection and collation of financial information. Provide general financial and administrative support. Provide

administrative support to the finance directorate. Maintain confidentiality of the financial information and perform other financial-related duties as delegated by supervisor.

ENQUIRIES : Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072

APPLICATIONS : Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za

NOTE : Applications must be submitted on the New Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 unsuccessful. The Department will not be liable where applicants use incorrect / no reference number (s) on their applications. 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.

CLOSING DATE : 11 December 2026 at 16h00

POST 43/114 : **FINANCE CLERK REF NO: KZNCET/FC/2026/05 (X5 POSTS)**
Branch: Community Education and Training

SALARY : R237 453 per annum (Level 05)

CENTRE : Central Office, Springfield, Durban

REQUIREMENTS : Grade 12 / Senior certificate or NCV Level 4 or equivalent. Appropriate experience in support services and office administration. Competencies (knowledge/skills): Knowledge of: Public Finance Management Act (PFMA) and Treasury Regulations, as they apply to clerical functions (e.g. Financial administration including travel and subsistence claims, invoices and expenditure records. 1-2 years' experience in a financial management environment at the CET, accompanied by a letter from the employer, will be an added advantage. Competencies: Basic knowledge of financial functions and practices, as well as the ability to capture data, operate a 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 (Business Central, Sage, etc.). Skills: Computer skills; Planning and organising; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitude for figures.

DUTIES : Provide general office administration and records management support to the Directorate including filing and records management systems, office documents and registers maintained efficiently, diaries managed and meetings scheduled effectively, incoming and outgoing correspondence, emails, telephone calls and visitors handled promptly; Meeting packs prepared, and minutes taken accurately and distributed. Provide administrative, information and asset support to the Directorate including: Administrative support provided to management and staff; Office supplies coordinated and available when required; Asset registers maintained and updated, and verification/disposal processes supported; Reports and statistics compiled accurately and timeously for decision making; Databases and registers updated, and ad hoc projects and data capturing completed within agreed timeframes; Directorate information requests coordinated and attended to promptly; Audit and

compliance activities supported; Support the implementation of ad hoc projects and ensure timely and accurate data capturing. Provide procurement, logistics and travel support in line with SCM prescripts, including: Procurement requests processed accurately, with quotations obtained in line with SCM requirements; Procurement transactions captured on Business Central, and procurement records maintained and monitored; Events and workshops coordinated successfully; Travel and accommodation arranged on time. Provide financial administration support in line with PFMA and departmental financial prescripts including: S&T claims processed within required timeframes; Invoices and supporting documents verified and correctly filed; Accurate financial records and payment documentation maintained; Expenditure records monitored, maintained and updated; Budget-related information captured, tracked and available for reporting and decisions making.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.edu.za

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storage of your personal information in terms of 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 written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 11 December 2026

POST 43/115	:	**SUPPLY CHAIN AND ASSET MANAGEMENT CLERK REF NO: KZNCET/FC/2026/06 (X5 POSTS)** Branch: Community Education and Training
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Central Office, Springfield, Durban
REQUIREMENTS	:	Grade 12 / Senior certificate or NCV Level 4 or equivalent. Experience: Appropriate experience in support services and office administration. Competencies (knowledge/skills): Knowledge of: Public Finance Management Act (PFMA) and Treasury Regulations, as they apply to clerical functions (e.g. Financial administration including travel and subsistence claims, invoices and expenditure records. Knowledge of the Batho Pele principles and the Public Service Code of Conduct; Records and document management (filing systems, registers). Proficient in verbal and written communication. Computer literacy: Microsoft 365 (Word, Excel, PowerPoint, SharePoint, etc.), Planning, organising, and time management, including coordinating meetings (procedures and minute-taking), events and travel. Data and records management (databases, statistics), report writing, and numerical and analytical skills. Attention to detail, problem solving, initiative and adaptability. Professional, courteous, friendly yet assertive and service-orientated team player who demonstrates discretion, integrity, confidentiality, reliability and accountability. 1-2 years' experience in a CET environment, accompanied by the letter from the employer 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 Business Central. Knowledge of Department of Higher Education mandate. Skills: Planning and organising; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.
DUTIES	:	Provide general office administration and records management support to the Directorate including filing and records management systems, office documents and registers maintained efficiently, diaries managed and meetings scheduled effectively, incoming and outgoing correspondence, emails, telephone calls and visitors handled promptly; Meeting packs prepared, and minutes taken accurately and distributed. Provide administrative, information and asset support to the Directorate including: Administrative support provided to management and staff; Office supplies coordinated and available when required; Asset registers maintained and updated, and verification/disposal processes supported; Reports and statistics compiled accurately and timeously for decision-making; Databases and registers updated, and ad hoc projects and data capturing completed within agreed timeframes; Directorate information requests coordinated and attended to promptly; Audit and compliance activities supported; Support the implementation of ad hoc projects and ensure timely and accurate data capturing. Provide procurement, logistics and travel support in line with SCM prescripts, including: Procurement requests processed accurately, with quotations obtained in line with SCM requirements; Procurement transactions captured on LOGIS/BAS/Business Central, and procurement records maintained and monitored; Events and workshops coordinated successfully; Travel and accommodation arranged on time. Provide financial administration support in line with PFMA and departmental financial prescripts including: S&T claims processed within required timeframes; Invoices and supporting documents verified and correctly filed; Accurate financial records and payment documentation maintained; Expenditure records monitored, maintained and updated; Budget-related information captured, tracked and available for reporting and decisions making.
ENQUIRIES	:	Mr N Dlamini Tel No: (031) 350 4367/77
APPLICATIONS	:	Applications can be electronically submitted via email to Recruitment@KZN.CETC.edu.za
NOTE	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service

Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your 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 written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 11 December 2026

POST 43/116 : **FINANCE CLERK REF NO: FSCET 07/11/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : Recognised Diploma / Degree in Financial Accounting / Accounting, Management Accounting or equivalent qualification. One (1) year or more relevant experience in Finance. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, PFMA and Treasury Regulations, Financial accounting principles, Basic bookkeeping practices, and financial systems. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to work under pressure and meet deadlines. Customer care services, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organising, Financial management and Report writing. Computer literacy (MS Office).
DUTIES : Provide and render financial accounting transactions. Receive invoice. Check invoices for correctness, verification and approval (internal control); process invoices (e.g. capture payments); file all documents; and collect cash. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts; record debtors and creditors; process electronic banking transactions and compile journals; maintain accurate financial records and filing systems. Assist with month-end and year-end processes.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION : Mr GT Mothate

NOTE	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00
POST 43/117	:	**SUPPLY CHAIN CLERK REF NO: FSCET 08/11/2026**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Free State CET College (Bloemfontein)
REQUIREMENTS	:	Recognised Diploma / Degree in Supply Chain Management/Logistics or equivalent qualification. One (1) year or more relevant experience in Supply. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, PFMA and Treasury Regulations, Financial accounting principles, Basic bookkeeping practices, financial systems, Basic knowledge of supply chain duties, Knowledge of asset disposal procedures, understanding of the legislative framework governing the Public Services, procedures in terms of the working environment and asset management. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to work under pressure and meet deadlines. Customer care services, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organising, financial management and Report writing. Computer literacy (MS Office).
DUTIES	:	Provide asset management clerical support: Compile and maintain records, Render demand and acquisition clerical support, Update and maintain supplier (Including contractors) database, register suppliers on College system, Request and receive quotations, Capture specifications on the electronic purchasing system, Place orders and Issue and receive quotations. Render logistical support services, Place orders for goods, receive and verify goods from suppliers, capture goods in register databases, receive requests for goods from end users, Issue goods to end users, maintain goods register, update and maintain register of suppliers.
ENQUIRIES	:	Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS	:	Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION	:	Mr GT Mothate
NOTE	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. 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: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00

POST 43/118	:	**PROJECT ADMINISTRATOR REF NO: PA/02/11/2026** (12-Month College-Funded Contract) Directorate: Corporate Services
SALARY	:	R235 023 - R276 837 per annum (Level 05)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised National Diploma (NQF Level 6) or bachelor's degree in Management Assistance, Office Management, Project Administration or a relevant qualification. A minimum of three (3) years' relevant project or programme administration experience. A valid driver's licence, computer skills, and relevant project-management applications. Knowledge of funded project administration, file and evidence management, the Public Finance Management Act, Occupational Qualifications Sub-Framework, Skills Development Act, 1998 (Act 97 of 1998), National Qualifications Framework Act, SETA/QCTO processes and project reporting. Strong planning, numerical accuracy, stakeholder coordination and records-management skills.
DUTIES	:	Administer project files, beneficiary records, portfolios of evidence and assessment reports. Maintain accurate learner registration and performance data and support the timely submission of learner information and results to relevant SETA/QCTO systems. Arrange project meetings and coordinate procurement requests for approved project requirements. Consolidate monthly and scheduled progress and expenditure reports, maintain supporting evidence and prepare documentation for claims and funding tranches. Coordinate certification processes and communication with training providers, funders, learners and other project stakeholders, in accordance with approved project agreements. Provide administrative support for the implementation of occupational programmes.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must provide a SAQA evaluation upon request. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and, where applicable, a performance agreement, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00

ANNEXURE J

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE : 11 December 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, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural 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 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 candidates 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, 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 43/119 : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: Q9/2026/68**

SALARY : R1 317 384 per annum (Level 13)
CENTRE : National Office: Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Public Administration, Public Management, Strategic Management, Economics, Business Management. Five (5) years of experience at a middle/senior managerial level. Certificate for entry into Senior Management Services (SMS): Nyukela Certificate. A valid Driver's license and willingness to travel. Knowledge Requirements: Knowledge of the Public Service. Knowledge of the Framework for Strategic Plans and Annual Performance Plans. Knowledge of the Regulatory Framework of the Public Service, e.g. the IPID Act, the PFMA, Public Service Regulations, National Treasury Regulations and other relevant prescripts. Knowledge of the Government-wide Monitoring and Evaluation Framework. Knowledge of the National Development Plan. Knowledge of the Medium-Term Strategic Framework. Knowledge of relevant systems within the strategic planning environment. Knowledge of Government priorities and relevant departmental legislation. Knowledge of Performance management and reporting. Generic Competencies: Strategic capability and leadership skills. Analytical thinking. People management and empowerment skills. Financial Management skills. Presentation and facilitation skills. Results-driven. Computer literacy. Technical Competencies: Problem-solving and decision-making skills. Innovative and creative thinking. Project Management at strategic level. Communication (verbal and written) skills. Client orientation and customer focus. Honesty and integrity. Service Delivery Innovation.
DUTIES : Oversee the development and implementation of departmental strategic, annual performance and operational plans; provide strategic vision and direction for the Department. Provide direction to the Department in realising its strategic outcomes. Develop detailed strategic and operational performance plans to execute strategic priorities. Assist in defining performance measures in order to evaluate the success of departmental strategies. Coordinate strategic planning sessions for Strategic Plan (SP) and Annual Performance Plan (APP). Coordinate the development of the Department's Strategic Plan and Annual Performance Plan. Coordinate the development of the Departmental Annual Operational Plan. Provide strategic guidance in the development of programme performance information reports: Coordinate the development of the work plan for compilation of quarterly performance report and annual performance report. Co-ordinate the development of the quarterly and departmental annual reports. Facilitate the institutional quarterly performance review sessions. Coordinate the responses/queries relating to predetermined objectives. Coordinate the departmental reporting tools and guidelines. Coordinate the reporting of workshops in the Department. Coordinate the development of the Mid-Term and End-Term Assessment Reports. Facilitate the compilation and tabling of the Department's Annual Report in Parliament: Manage provision of the Tabling of strategic plans, annual performance plans and annual reports in Parliament timeously. Present performance reports and plans timeously to EXCO meeting, Audit and Risk Committee and Portfolio Committee on Police or any other structure deemed necessary by the Executive Director. Brief the Minister of Police on quarterly and annual performance reports and performance plans. Ensure timeous submission of reports and plans to DPME, National Treasury and AGSA. Monitor and evaluate the strategic objectives of the Department: Manage the planning and monitoring of Provincial Police Secretariats planning sessions. Monitor implementation of Provincial Budget Programme structures. Provide support to provincial strategic planning work sessions. Provide strategic support to the Secretariat Programmes and Provinces with regard to customised indicators. Facilitate and coordinate the development of the Department's SDIP and monitor the implementation thereof: Develop and review the Department's Service Delivery Improvement Plan (SDIP) in line with applicable legislative framework. Monitor the implementation of the SDIP. Provide technical support to programme managers and IPID employees on SDIP requirements and implementation. Evaluate the effectiveness of the service delivery improvement initiatives. Recommend improvements to enhance service delivery outcomes. Management of Resources: Effective and efficient management of Human Resource. Effective and efficient management

		of Financial Resource. Effective and efficient management of Equipment/Assets.
ENQURIES	:	Ms AN Mphago Tel No: (012) 399 0025
APPLICATIONS	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment12@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail
FOR ATTENTION	:	Ms RE Sikhwari Tel No: (012) 399 0214

OTHER POST

POST 43/120	:	**ASSISTANT DIRECTOR: ICT PROJECT MANAGEMENT REF NO: Q9/2026/69**
SALARY	:	R487 197 per annum
CENTRE	:	National Office
REQUIREMENTS	:	An undergraduate Degree/ Higher Diploma on NQF level 7 as recognised by SAQA, in Business Administration / Information Technology / Related field. Certificate in Project Management. 2-3 years' experience as a business/system analyst or related field. A valid driver's license. Knowledge Requirements: In-depth knowledge and experience of the following ICT disciplines: Project Management, Enterprise Architecture, Business Analysis and the System Development Lifecycle. In-depth knowledge and experience in Commercial Off-the-Shelf (COTS) products and Open-Source Software (OSS) products. In-depth understanding of system development life cycle. In-depth knowledge of project management methodologies. Skills and Competencies: Results - driven, leadership, team participation, problem solving and analysis, information sharing, emotional intelligence, commitment to learning, client service orientation, planning skills, creativity, change management, concern for quality and order, systems thinking, integrity/honesty, effective communication, computer literacy and business IT systems.
DUTIES	:	Develop detailed project plan: define and review the project scope and objectives. Manage changes to the project scope, project schedule and project costs. Manage and coordinate project governance. Coordinate internal and external project resources. Ensure project documents are in order for execution. Manage project deliverables: Track and measure project performance using appropriate tools and techniques. Analyse and review project deliverables for confirmation, acceptance and sign-off. Report project progress and performance to management. Ensure that all projects are delivered on time, within scope and within budget. Ensure project is successfully implemented and closed. Manage stakeholders and service providers: Establish and maintain relationships with third parties/ vendors. Manage contracts and SLA on behalf of IPID. Organise and lead project meetings with relevant stakeholders/vendors. Perform risk management: Ensure project risks and issues are managed. Ensure mitigation of risks is implemented and reported.
ENQUIRIES	:	Mr. T Moletsane Tel No: (012) 399 0016
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 recruitment14@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

ANNEXURE K

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

APPLICATIONS : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

CLOSING DATE : 21 December 2026 - Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand-signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Driver's licence, as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, 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. All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. In line with the Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) is required for all SMS appointments. 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 link below: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 43/121 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DIRCO1127/02**
Branch: Financial And Asset Management

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of an NQF level 7 qualification in Supply Chain Management/ Logistics/ Business Management/ Bachelor of Commerce. At least 5 years' experience at Middle Management / Senior Managerial level in Supply Chain Management. A pre-entry certificate (Nyukela certificate) obtained from the National School of Government (NSG) submitted prior to appointment. Knowledge: Knowledge of the Public Finance Management Act, Treasury regulations, the Preferential Procurement Policy

Framework Act, Supply Chain Management Framework, Logis, Section 217 of the Constitution, Contract Management Guidelines and the Broad-Based Black economic empowerment Act, Demand and acquisition Management, Logistics Management, Contract and Supplier Performance Management. Competencies: Strategic Capability and Leadership. Budgeting and Financial Management. Programme and Project Management. People Management and Empowerment. Client Orientation and Customer focus. Change Management. Knowledge Management. Service Delivery Innovation. Behavioural and Performance Management. Facilitation and presentation skills. Diplomacy. Networking skills. Communication skills. Negotiation skills. Problem-solving and Analysis. Sense of urgency.

DUTIES : Manage the implementation of Demand Management Plan: Review demand management plan development and submit to the Chief Director, Monitor implementation of the approved Demand Management Plan to comply with the prescripts, Compile National Treasury report on the implementation of the approved Demand Management Plan and submit to Chief Director, Implement project plan for the management of the bid adjudication process, Coordinate Departmental Bid Committees (Dib Specification Committee, Bid Evaluation Committee, Bid Adjudication Committee), Arrange and monitor implementation of Bid Adjudication Training for Committee member and other end users, Manage the processing of payments in line with the Standard Operating Procedures of the SCM of the Department. Manage the implementation of Acquisition Management Plan: Manage the issuing of orders based on compliant supporting documents to avoid irregular and fruitless and wasteful expenditure; manage the delivery of goods and services in line with the specifications and orders; manage the replenishment of stock in the SCM stores; identify and report non-compliance with SCM prescripts to the Chief Director. Manage the implementation of logistics services: Identify and report non-compliance with SCM prescripts to the Chief Director; submit non-compliance reports to the Chief Director. Manage supplier order creation and, payments and supplier performance. Manage procurement contracts register and monitor performance: Manage contract administration processes and supplier performance on Departmental contracts and initiate blacklisting of service providers where necessary; analyse contract register and performance reports and initiate remedial actions where non-performance has been confirmed. Introduce and manage control tools/ measures within the Supply Chain Management environment and respond to Auditor General opinions/ queries: Manage the implementation of internal controls and reporting systems to ensure there are no material findings on compliance with applicable prescripts and regulations related to SCM, Management of Employees in the Directorate, Management of finances in the Directorate.

ENQUIRIES : Ms N Moyakhe Tel No: (012) 351 1210/ Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to Dirscm26@dirco.gov.za

POST 43/122 : **DIRECTOR: ICT INFRASTRUCTURE REF NO: DIRCO1127/03**
Chief Directorate: Information and Communication Technology (ICT)

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of an NQF level 7 qualification in Information Communication and Technology or equivalent qualification. At least 5 years' experience at Middle Management / Senior Managerial level within the ICT environment. Experience in the networking, server and telephony environment will be an added advantage. A pre-entry certificate (Nyukela certificate) obtained from the National School of Government (NSG) submitted prior to appointment. Knowledge: Knowledge of legislative framework governing the Public Service e.g. Electronic communications and Transactions (ECT) Act; SITA Act 28 of 2002; Protection of Personal Information (POPI) Act, 2017: Public Service Regulations, 2016: PFMA 1999: Employment Equity Act 1998 and MISS, Knowledge of Information Management best practices such as Information System Audit and Control Association (ISACA), Knowledge of ICT Governance Frameworks such as ITIL, CoBIT and Corporate Governance of ICT Policy Framework (CGICTPF), Knowledge of Enterprise Architecture

Frameworks such as Government Wide Enterprise Architecture (GWEA) and the Open Group Architecture Forum (TOGAF), Knowledge of the Voice over IP Infrastructure, server environment, Business Continuity and Applications support, Knowledge of ICT Infrastructure management tools, Knowledge and understanding of SA Foreign Policy, Knowledge and understanding of National policies and priorities. Competencies: Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Client Orientation and Customer focus. Change Management. Knowledge Management. Service Delivery Innovation. Project Management. Counselling skills. Facilitation and presentation skills. Diplomacy. Networking skills. Communication skills. Negotiation skills. Problem-solving and Analysis. Language proficiency. Sense of urgency. Initiative

DUTIES : Provide strategic direction on the alignment of Information Technology (IT) services to business needs: Manage Human Resources and provide strategies direction regarding Infrastructure Management. Manage financial matters regarding the procurement of ICT equipment. Regulate and control tactical and strategic demands of the Department. Review business service plans and infrastructure services on a regular basis. Manage project management approach in planning and executing ICT projects: Participate in the ICT steering committee. Management of Human Resource Administration of the personnel within the Directorate. Manage the PMDS of the staff in the Directorate. Manage the maintenance and optimisation of IT infrastructure, including networks, servers and storage systems: Oversee maintenance of the network, server and telephony environment at Head Office and Missions. Monitor the telecommunications services. Provide server management and monitoring. Manage business and service level agreements. Draft service level agreements. Monitor compliance to the IT prescripts of the DPSA. Formulate the Directorate Annual Performance Plan. Manage the budget of the Directorate in line with the PFMA and other prescripts of the government and governance. Manage project management approach in planning and executing ICT projects: Participate in the ICT steering committee. Management of Human Resource Administration of the personnel within the Directorate. Manage the PMDS of the staff in the Directorate. Manage Information Technology service delivery to ensure efficient and timely resolution of technical issues. Attend and chair the infrastructure management and stakeholder meetings. Monitor the performance of service providers against service level agreement targets convened.

ENQUIRIES : Ms V Beshe Tel No: (012) 351 1327 / Ms N Moyakhe Tel No: (012) 351 1210/ Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to Diricti26@dirco.gov.za

POST 43/123 : **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DIRCO1127/04**
Branch: Corporate Management

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of an NQF level 7 qualification in Behavioural Sciences or related qualification. At least 5 years' experience at Middle Management / Senior Managerial level within the Employee Health and Wellness environment. Valid registration with the relevant professional body (Health Professions Council of South Africa – HPCSA, South African Council for Social Service Professions - SACSSP or Employee Assistance Programme Association of South Africa - EAPA-SA). Knowledge: Knowledge of the Public Service prescripts governing employee wellbeing. Knowledge of all aspects of employee health and wellness. Knowledge and experience in designing and implementing HIV and AIDS workplace programmes. Knowledge of psychosocial issues in the workplace, trauma and crisis management. Competencies: Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Client Orientation and Customer focus. Change Management. Knowledge Management. Service Delivery Innovation. Project Management. Counselling skills. Facilitation and presentation skills. Diplomacy. Networking skills. Communication skills.

Negotiation skills. Problem-solving and Analysis. Language proficiency. Sense of urgency. Initiative

DUTIES : Provide strategic direction on employee health and wellness at head office as well as in the missions by: Developing and reviewing employee wellness policies and programmes and monitoring implementation, Providing strategic leadership and direction to the Employee Health and Wellness team in realising the Organisation's strategic objectives, Developing the Directorate's Annual Performance Plan and managing the implementation thereof, Ensuring continuous professional development of EHW officials, Providing guidance and support to managers on management of employees with emotional, behavioural and other health related issues. Develop and manage health and productivity programmes by; Developing the DIRCO's HIV & AIDS, TB, STI operational plan as per (DPSA) requirements, Promoting Health and Wellness of DIRCO employees and the family members, Establishing and maintaining the on-site health facility, facilitating the development of the EHW health calendar and ensuring implementation of health promotion activities, promoting and ensuring effective management of DIRCO sports teams, developing and implementing support interventions for designated groups (women, people with disabilities and youth), conducting regular workshops and training on psychological issues. Ensure provision of psychosocial support services: Ensuring that counselling, crisis management, and trauma debriefing are provided to DIRCO officials and their family members; ensuring effective communication and marketing strategies of EHW services; ensuring that EHW officials provide confidential, professional and timely management and psychosocial support services; ensuring effective support for transferred officials and their families. Manage overall performance of the Directorate and participate in Corporate Governance. Formulating and managing the implementation of the operational plan, contributing to corporate governance in the Department, Representing the Directorate in Departmental governance structures and processes to contribute to improved governance, participating in the development and monitoring of the Audit Action Plan, participating in the development of the Departmental Strategic Plan, managing the Directorate's budget in line with the PFMA and other relevant prescripts of government, empowering and capacitating officials through their personal development plans, Ensuring that performance agreements are in line with the Directorate's Business Plan.

ENQUIRIES : Ms V Beshe Tel No: (012) 351 1327 / Ms N Moyakhe Tel No: (012) 351 1210/ Ms W Matlala Tel No: (012) 351 0514

APPLICATIONS : Please e-mail your application to Direhw26@dirco.gov.za

POST 43/124 : **DIRECTOR: MARKETING REF NO: DIRCO1127/05**
Branch: Public Diplomacy

SALARY : R1 317 384 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Applicants must be in possession of a bachelor's degree (NQF 7) in Marketing, Communication Studies or related field. At least 5 years' experience at Middle Management / Senior Managerial level. A pre-entry certificate (Nyukela certificate) obtained from the National School of Government (NSG) submitted prior to appointment. Knowledge: Knowledge and understanding of relevant Public Service Wide legislation. Knowledge and understanding of South African Foreign Policy. Knowledge and understanding of International Relations, Political and Social Science communications. Knowledge of National Policies and Priorities. Knowledge of media production, communication and dissemination techniques and methods. Competencies: Financial Management. People Management and Empowerment. Client Orientation and Customer focus. Knowledge Management. Service Delivery and Innovation. Strategic Capability and Leadership. Planning and organising. Time management. Strategic Planning. Policy Analysis and Development. Facilitation skills. Report writing. Diplomacy. Ability to work as team and independently. Ability to work under pressure. Political and Cultural Sensitivity. Networking. Communication (Written, Verbal and Liaison). Problem-solving.

Computer Language proficiency. Negotiation, Adaptability, Conceptualisation, Analytical thinking. Sense of urgency, Honesty and Integrity.

DUTIES : Manage and organise national and international events to promote Brand South Africa: Develop marketing strategy and implementation plan. Design and monitor guidelines on methods to organise functions and events. Develop event-specific concept papers and project plans. Maintain the image of the department and country by implementing first-class events both domestically and internationally. Manage service providers including venues, event management thereof (guests list, benefits etc) including sponsors. Manage Departmental branding and corporate image: Develop and implement departmental branding policy in line with GCIS prescripts. Develop and implement departmental branding and corporate imaging for all business units. Develop physical branding and guidelines for Missions abroad. Oversee the development of branding for national and international events. Disseminate branding to key departmental stakeholders. Manage the sourcing and provision of South African promotional and exhibition materials. Guide South African Missions and business units on the coherent imaging and branding of South Africa. Establish and manage stakeholder Relations: Identify new stakeholders both domestically and internationally that will assist DIRCO to implement its mandate while projecting a positive image of the Department and the Country. Maintain positive relationships with key departmental stakeholders. Manage the interaction between South African Missions and stakeholders locally regarding branding South Africa. Develop and implement Memoranda of Understanding between DIRCO and its partners. Develop and maintain stakeholder database. Draft and respond to sponsorship proposals. Manage the coordination of internal departmental events in line with relevant policies, plans and strategies: Develop policies and strategies for internal events management. Manage the development of project plans to ensure implementation of projects from conceptualisation to delivery stages. Deliver events on time within budget that meet client's expectations. Communicate and maintain timelines and priorities on every project. Manage onsite inspections and projects. Ensure excellent customer service and quality delivery. Manage the overall performance of the Directorate and participate in Corporate Governance: Formulate and manage the implementation of the directorate's Operational Plan. Contribute to cooperate governance of the department. Represent the Directorate in departmental governance structures and process to contribute to improved governance. Participate in the development and monitoring of the Audit Action Plan. Participate in the development of the Departmental Strategic Plan. Manage budget in line with the PFMA and other relevant prescripts of government. Empower and capacitation of officials (personal development plans). Ensure that performance agreements are in line with the Directorate's Business plan.

ENQUIRIES : Mr N Sekalo Tel No: (012) 301 8689/ Mr E Mahalefa Tel No: (012) 351 0884

APPLICATIONS : Please e-mail your application to Dirmarketing26@dirco.gov.za

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 11 December 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. 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 Administration Clerk Ref 3/1/1/1/2026/387 and Senior Project Officer: Property Management Ref 3/1/1/1/2026/371 and State Accountant Ref 3/1/1/1/2026/388 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/363 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/365 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/366 that was advertised in Public Service Vacancy Circular 42 dated 20 November 2026 Has reference. Applicants are advised that the position of Administration Clerk Ref 3/1/1/1/2026/387 falls within Directorate: Property Management: North West (Mmabatho) and the position of Senior Project Officer: Property Management Ref 3/1/1/1/2026/371 falls within Directorate: District Office: Eastern Cape

(Sarah Baartman / Nelson Mandela), the position of State Accountant: Rates and Taxes Ref 3/1/1/1/2026/363 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/365 and State Accountant: Rates and Taxes Ref 3/1/1/1/2026/366 In line with the Employment Equity Act, all eligible members of the public, irrespective of race or gender, are encouraged to apply. The position of State Accountant Ref 3/1/1/1/2026/388 Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post388@dlrrd.gov.za. The Department apologies for any inconvenience caused.

OTHER POSTS

POST 43/125 : **REGISTRAR OF DEEDS REF NO: 3/1/1/1/2026/401**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).

CENTRE : Eastern Cape Deeds Registry: Mthatha

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience as Senior Management level / Deputy Registrar of Deeds in property conveyance. A valid driver's licence. Job related knowledge: Registration of deeds, Interpretation of Statute. Examination of Deeds, Research and information analysis, Human Resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices.

DUTIES : Manage registration of deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well as common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exists and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES : Ms TP Masilela Tel No: (012) 338 7185, Ms MSM Magoele Tel No: (012) 338 7184

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 Candidates are also encouraged to apply by using this link

http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 43/126 : **PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2026/398**
Directorate: Coordination of State and Land Reform Surveys

SALARY : R791 604 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science or Bachelor's Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment and Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement. 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. Change management and Innovation.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a 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 professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of Candidate Professional Surveyors. To promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

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 Post398@dlrrd.gov.za

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

POST 43/127 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/412**
(12 Month fixed term employment contract)
Directorate: Legal Support

SALARY : R610 434 — R1 442 451 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB or as otherwise determined by the Minister of Justice and Constitutional Development. Minimum of 8 years post-qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. A valid driver's licence. Job related knowledge: Knowledge of South African law.

Knowledge of legislation administration by the Department. Knowledge of departmental policies and procedures. Job related skills: Abilities to interpret acts and regulations. Ability to research the law. Ability to apply the law to set of facts. Excellence drafting and writing ability. Communication (verbal and written). Ability to present. Client relations and conflict management. Problem solving. Computer literacy. Ability to manage. Ability to interpret the law. Willingness to travel.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts such as counsel, who may be briefed to draft or vet contracts. Review standard contracts periodically. Draft or vet other legal documents such as affidavits, delegations, and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisors, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advice the DIO or line functionary on issues that may arise during the processing of request. Monitor that the DIO or line functionary attends to the requests and finalise them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with stuff. Review performance of all staff according to regulations and policies. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of disciplinary code and departmental policies and procedures. Provide supports and guidance to subordinates. Provide inputs into the annual operational plan for the Directorate. Provide information for the Director's monthly, quarterly, and annual reports on performance against the Operational Plan. Preform other middle management tasks as may be delegated by the Director.

ENQUIRIES : Mr G.C Mashilo Tel No: (012) 312 9651

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 Post412@dlrrd.gov.za

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

POST 43/128 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/399**
Directorate: Survey Services

SALARY : R573 552 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver’s licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment

operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. 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. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational 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 organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey 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 N Dlamini Tel No: (021) 658 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 Post399@dlrrd.gov.za

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

POST 43/129 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/1/1/1/2026/397**

This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

Directorate: Corporate Services

SALARY : R487 167 per annum (Level 09)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a recognised (NQF Level 6) qualification or a Bachelor's Degree in Social Work, Counselling or Psychology. Registration with the Health Professions Council of South Africa or South African Council for Social Service Professions. Minimum of 3 years of experience at supervisory level in Employee Health and Wellness environment. A valid driver's licence. Job related knowledge: The Constitution of South Africa. Good governance and Batho Pele Principles. Diversity management. Public Finance Management Act (PFMA). Human resource management legislative framework for the public service including: Employee Health and Wellness legislation (frameworks,

policies, etc). Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Public Service Regulations and Public Service Act. Job related skills: Communication (verbal and written). Counselling. Strategic planning and leadership. Presentation and facilitation. Report writing. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy. Problem solving ability. Analytical thinking. Ability to apply legislation, policies and procedures. Maintain confidentiality. Tactfulness.

DUTIES : Implement and co-ordinate wellness services management services. Provide psychosocial support services to promote employee resilience. Render and promote utilisation of counselling and support services in accordance with the Service Level Agreement and referral procedure. Render specialised intervention in cases of crises / trauma. Promote a positive organisational culture to enhance service delivery through work-life balance and life-skills programmes. Measure the impact of programmes that reduce psychosocial and physical demands of the workplace and trigger stress. Promote healthy life-style programmes through nutrition, education and awareness. Promote physical wellness and departmental sports and recreation activities. Implement and co-ordinate health and productivity management services. Coordinate / facilitate health and wellness awareness and promotional programmes. Coordinate periodic health screening of employees for prevention and early detection of communicable and non-communicable illnesses. Assess health risk manager's reports and advise management on Incapacity, Disability and III Health Retirement. Develop and implement comprehensive toolkit for mental health promotion in the workplace. Implement and promote strategies to address stigma and discrimination against mental diseases. Implement Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS), Tuberculosis (TB) and Sexually Transmitted Infection (STI) management programmes. Co-ordinate / facilitate HIV and AIDS, TB and STIs management programmes. Coordinate HIV and AIDS peer educators training and support. Implement and promote strategies to enhance access and breakdown barriers for effective HIV and AIDS, TB and STIs management programmes. Distribute condoms and monitoring usage in all offices. Implement a comprehensive and effective employee health and wellness administration in the province. Provide management with timely feedback and progress reports on referred cases while maintaining confidentiality. Support and advice management on handling employee health and wellness challenges. Participate in provincial and national employee health and wellness structures. Ensure statutory reporting requirements are met.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4000

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post397@dlrrd.gov.za

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

POST 43/130 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/1/1/1/2026/409**

SALARY : R487 197 per annum (Level 09)

CENTRE : Directorate: Sekhukhune District Office: Limpopo

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at supervisory level in an administration environment. A valid driver's licence. Job related knowledge: Supply Chain Management processes. Government systems and structures. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act (PPPFA). Departmental transversal systems (BAS, PERSAL, LOGIS). Job related skills: Planning and organising. Analytical thinking. Document management. Office management. Financial management. Interpersonal relations. Computer literacy. Resource planning. Problem-solving and decision-making. Communication (verbal and written). Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Facilitate the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Verify correctness of invoices. Compile budget inputs. Ensure Medium-Term Expenditure Framework (MTEF) processes are

adhered to. Verify that expenditure is within the correct allocation. Take precautions against unauthorised, irregular, fruitless and wasteful expenditure. Provide administrative support services. Coordinate the development / review of operational / strategic plans. Manage logistical arrangements. Render office accommodation services. Administer registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Edit drafted minutes. Coordinate procurement of goods and services. Coordinate the compilation of the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Administer the coordination of human resource support services. Coordinate all training requirements and activities. Coordinate the component equity plan and ensure that vacancies are filled accordingly. Coordinate the recruitment process. Coordinate leave records. Ensure that quarterly and annual Employee Performance Management and Development System (EPMDS) evaluations for the component are done.

ENQUIRIES : Ms DT Machoga Tel No: (015) 495 1955
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post409@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

POST 43/131 : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/411**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R413 001 per annum (Level 08)
CENTRE : Directorate: District Office: KwaZulu Natal (Ladysmith)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in property management. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial regulations of Public Finance Act. Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993. State Land Disposal Act of 1961. Any other relevant Law. Job related skills: Analytical thinking. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Willingness to travel
DUTIES : Capture contracts on state land lease system. Add leases information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection reports. Develop lease schedule for all state properties. Conduct asset verification. Conduct inspection of state properties. Barcode assets. Secure, protect the state assets against vandalism. Monitor leases or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance assets. Ensure compliance with caretaker and lease agreement. Provide support to the district. Implement requests for amendments to the immovable asset register. Verify and report on lease compliance and obligations. Process applications for amendments of lease agreements. Initiate and process surveying of DLRRD state land. Process land surveying on DLRRD controlled immovable assets. Identify assets for subdivision. Compile and process applications for subdivision.
ENQUIRIES : Mr NR Jacquire Tel No: (033) 264 9500
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 Post411@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.

POST 43/132	:	**SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/408** Directorate: Maintenance and Cadastral Spatial Information Services
SALARY	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
CENTRE	:	Gauteng (Pretoria)
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. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours under tremendous pressure.
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	:	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 Post408@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and Coloured and Indian Females, and Persons with Disabilities.
POST 43/133	:	**JUNIOR EXAMINER REF NO: 3/1/1/1/2026/402 (X10 POSTS)** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Western Cape Deeds Registry: Cape Town
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. No experience required. Job-related knowledge: Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem-solving. Interpersonal skills. Time Management Skills. Interpretation skills. Numerical skills.
DUTIES	:	Prepare deeds for examination. Link batches, endorse deeds and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that

		appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiners. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
ENQUIRIES	:	Mr T Segapu / Ms M Young / Ms D Tshabalala Tel No: (021) 464 7741
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Western Cape Deeds Registry: 2 Riebeek Street (Foreshore Place), Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link: http://deedsportal.deeds.gov.za/ (Please separate the application form for each post) before the closing date, as no late applications will be considered
NOTE	:	EE Targets: African, Indian and White Males, and Indian Females, and Persons with disabilities.
POST 43/134	:	**JUNIOR EXAMINER REF NO: 3/1/1/1/2026/403 (X3 POSTS)** Directorate: Examination, Execution and Deeds Training Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Free State Deeds Registry: Bloemfontein
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. No experience required. Job-related knowledge: Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem-solving. Interpersonal skills. Time Management Skills. Interpretation skills. Numerical skills.
DUTIES	:	Prepare deeds for examination. Link batches, endorse deeds and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiners. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
ENQUIRIES	:	Mr. IB Khanyile / Mr M Sefojane / Ms K Pitso Tel No: (051) 403 0300
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Free State Deeds Registry, New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein, 9301. Candidates are also encouraged to apply by using this link http://deedsportal.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. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: Coloured, Indian and White Males, and African and Indian Females, and Persons with disabilities.
POST 43/135	:	**FINANCE CLERK (SUPERVISOR) REF NO: 3/2/1/2026/407**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Free State Deeds Registry: Bloemfontein

REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of Grade 12 certificate. Minimum of 3 years of experience in Financial Environment required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate 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). Planning and organisation skills. Computer operating skills. Language. Good verbal and written Communication skills. Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of 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 filing 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 journals 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 variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing 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. IB Khanyile / Mr M Sefojane / Ms K Pitso Tel No: (051) 403 0300
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Free State Deeds Registry, New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein, 9301. Candidates are also encouraged to apply by using this link http://deedsportal.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. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: African, Coloured, Indian and White Males and African, Indian Females and Persons with disabilities.
POST 43/136	:	**SENIOR TELECOM OPERATOR REF NO: 3/1/1/1/2026/400** Directorate: Financial and Supply Chain Management Services
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant working experience within a switchboard environment Job related knowledge: Knowledge of Microsoft packages. Job related skills: Telephone etiquette. Computer literacy. Customer care. Good communication (verbal and written). Interpersonal relations. Ability to operate a switchboard. Ability to communicate well with people at different levels and from different backgrounds. Ability to learn the Department's service delivery components. Ability to take initiatives. Ability to work independently. Ability to organise work. Ability to prioritise work.
DUTIES	:	Render telephone services. Keep and maintain incoming and outgoing calls register of the component. Screen and forward calls. Receive telephone messages. Record telephone messages. Develop and maintain a database of contact numbers for all officials. Provide information to clients and address all general enquiries. Render customer services. Ensure that consumers are referred promptly and correctly. Ensure that customers are always attended to. Supply basic information to customers regarding the department’s services when required. Manage switchboard service. Operate switchboard by always answering incoming and outgoing calls. Keep database of other important contact numbers on an on-going basis. Report faults on the telephone system

and report to the supervisor and service provider when needed. Identify and inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone costs on an ongoing basis. Ensure that switchboard and all telephone lines are always in working condition. Administer telephone accounts. Complete telephone register and submit to supervisor. Reconcile private telephone with register and submit to supervisor. Implement barring and other facilities. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Allocate and monitor pin codes.

ENQUIRIES : Ms ZP Hadebe Tel No: (013) 754 8020

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 Post400@dlrrd.gov.za

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

POST 43/137 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/410 (X2 POSTS)**
(12 Month fixed term employment contract)
Directorate: Legal Support

SALARY : R262 968 – R1 155 777 per annum, (The salary will be determined in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. **MR 1:** LLB Degree or equivalent. **MR 2:** LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. **MR 3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession**. MR 4:** LLB Degree or equivalent plus a minimum of 8-year post qualification experience in the legal profession. **MR 5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. A valid driver's licence. Job related knowledge: Knowledge of SA law. Job related skills: Ability to interpret the law. Ability to research the law. Writing ability. Ability to present. Client relations. Communication (verbal and written). Computer literacy. Teamwork. Ability to work under pressure as well as willingness to work irregular hours.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documents such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that the applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the process of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all received and outcomes thereof.

ENQUIRIES : Mr G.C Mashilo Tel No: (012) 312 9651

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 Post410@dlrrd.gov.za

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

POST 43/138 : **ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/406**
Directorate: Financial and Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Mpumalanga (Mbombela)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Good communication (verbal and written). Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Ability to work within a team.

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 filling system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. 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 the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms LI Sanderson Tel No: (013) 754 8046
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 Post406@dlrrd.gov.za

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

POST 43/139 : **FINANCE CLERK REF NO: 3/1/1/1/2026/404**

SALARY : R237 453 per annum (Level 05)
CENTRE : Eastern Cape Deeds Registry: Mthatha
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job Related Knowledge: Basic knowledge of financial functions and practices, as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight into Public Service financial legislation, 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 organise skills. Computer literacy skills. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills.

DUTIES : Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear

		suspense accounts. Record debtors and creditors. Process electronic banking transactions. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
ENQUIRIES	:	Mr. V Mfazwe / Ms N Socikwa at (072) 313 2543
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Mthatha, at 40 Blakeway Road, Mthatha, 5100. Candidates are also encouraged to apply by using this link: http://deedsportal.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. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.
POST 43/140	:	**SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/405**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Eastern Cape Deeds Registry: Mthatha
REQUIREMENTS	:	Minimum requirements: Application must be in possession of a Grade 12 Certificate or relevant equivalent qualification. No experience required. Basic knowledge of supply chain duties and practices, as well as the ability to capture data, operate a computer and collect statistics. Basic Knowledge and understanding of the legislative framework governing the public Service. Basic knowledge of work procedures in terms of the working environment. Planning and organisation skills. Computer skills. language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
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 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 specifications 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 supplier.
ENQUIRIES	:	Mr. V Mfazwe / Ms N Socikwa at (072) 313 2543
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Mthatha, at 40 Blakeway Road, Mthatha, 5100. Candidates are also encouraged to apply by using this link: http://deedsportal.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. Failure to do so will result in the application being disqualified
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

ANNEXURE M

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

KwaZulu-Natal/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

Gauteng/Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Mpumalanga/Middleburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

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.

CLOSING DATE : 11 December 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/. 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. Each application form must be fully completed, duly signed and initialled 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.

MANAGEMENT ECHELON

POST 43/141 : **DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) INFRASTRUCTURE AND OPERATIONS REF NO: 2026/189/OCJ**

SALARY : R1 317 384 – R1 551 807 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a three (3) year degree in ICT/Information Systems/Computer Science or equivalent qualification at NQF level seven (7) with 360 credits as recognised by SAQA and an ITIL certification. A relevant postgraduate qualification and certificate in Information Security/ICT Governance/MCSE will serve as an added advantage. A minimum of five (5) years' experience in ICT Infrastructure and Operations management. Five (5) years of experience at middle/senior management level and a valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Be in a position to provide leadership and guidance to a team of specialists, extensive experience in Data Centre Operations and Maintenance, LAN/ WAN design, deployment and Support, Unified communications, IT Services Management, ICT Systems Security & ICT Business Continuity. Knowledge and skills: Knowledge of software applications maintenance and support, including O365 packages and Windows Servers, Knowledge of relevant Legislation, Standards, frameworks, DPSA directives and current trends in the field of ICT, Network management and security tools and solutions; Data Centre management and troubleshooting of servers, end user computers, implementation of Minimum Information Security Standards; ISO Standards and ITIL. Skilled in strategic capability and leadership, programme and project management, financial management, problem solving and analysis, people management and empowerment, client orientation and customer focus.

DUTIES	:	ICT Infrastructure management, IT Operations, ICT Service Management, Unified Communications and Information Systems Security, manage and oversee the ICT operations service; i.e. develop policies, procedures, plans and architectures required for ICT operations, oversee the ICT service management, provide appropriate End User support to National Office and all courts with standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures, provide configurations management, manage the provision of high availability of system through secured and stable ICT Server & Storage infrastructure (Cloud & On-premises Data Centres), plan and provide systems administration support services to enable business processes and to support business outcomes, ensure the provision of secure and stable ICT Network infrastructure; i.e. Wide Area Networks & Local Area Network (WIFI included) for OCJ Centres, provide collaboration platforms and technologies, manage the provision of Cybersecurity, ICT Risks and Compliance, provide the ICT security governance, coordinate the ICT Risks and Compliance, provide ICT Business Continuity including Disaster Recovery, manage Contracts and Service Level Agreements of the Directorate, ensure effective and efficient ICT Asset Management (tangible and intangible assets), manage the Directorate Budget, HRM and Development, Operational Plans and other related administrative functions, provide regular monitoring and reporting to Governance structures, ensure ICT operations compliance in accordance with ICT standards, policies and procedures.
ENQUIRIES	:	Technical Enquiries: Ms N Nengovhela Tel No: (010) 493 8751 HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
APPLICATIONS	:	Applications can be sent via email to 2026/189/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS

POST 43/142	:	**REGISTRAR'S CLERK REF NO: 2026/190/OCJ**
SALARY	:	R237 453 – R 279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement
CENTRE	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. A valid driver's license will serve as an added advantage. Qualification (NQF 6) in the relevant field will be an added advantage. Knowledge and skills: Skilled in administration, communication (written and verbal), computer literacy (MS Office), interpersonal, problem solving and numeracy. Along with the following attributes: ability to work under pressure and attention to detail
DUTIES	:	Perform clerical and administrative work within the Court, 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, handle court request files, 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 systematical recording of court files, keep record of requests received from litigants, render case management duties, 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, provide support with administrative registrar, 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, safe-keep and dispose of case records.
ENQUIRIES	:	Technical Enquiries: Mr M Zondi Tel No: (033) 345 8211 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS	:	Applications can be sent via email to 2026/190/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 43/143	:	**SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/191/OCJ**
SALARY	:	R237 453 – R 279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement
CENTRE	:	Gauteng Division of The High Court: Johannesburg
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or relevant qualification at NQF level six (6) with 360 credits as recognised by SAQA will serve as an added advantage. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, basic knowledge and insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), knowledge of basic financial operating systems (BAS), basic knowledge of work procedures in terms of work environment, knowledge of legislative framework governing the public sector and Batho Pele Principles. Skilled in communication (verbal & written), problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing
DUTIES	:	Verify the invoices on quantity, price, VAT, item description and supplier details to address and the VAT registration number, where applicable, capture correct formation on JYP which will be defaulted to the Creditor payment advice, attach all the relevant prescript documentation to the Creditor Payment Advice, maintain a computerised or manual register of all payments processed to track the status of such invoices, provide pertinent information on the state of Department's creditors to the DCO and Director Finance, maintain and update the Procurement Status Report with detail of the relevant transactions, compile and maintain records (asset records/ database), check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and obsolete equipment for disposal, verify asset register, carryout and implement preference points system with appropriate goals per commodity in terms of preferential procurement policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, check If there is a VAT number, distribute store items to the end-user in the absence of the responsible person, maintain a PCC file with all the relevant documents, verify if contract existing in a PO should be placed for the item on contract, verify and capture source documents and place the order with the supplier, verify the price on the quotation or competitive bidding method of procurement should be applied within the delegated authority, draft Letters of Awards in cases of the unavailability of JYP and other urgent circumstances, send properly signed purchase orders in regard of all goods and service requests to suppliers which is endorse with the official stamp, provide support in monthly reporting for supply chain management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purposes and administration of stores and compile SCM reports on orders issued.
ENQUIRIES	:	Technical related enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/191/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 43/144	:	**DATA CAPTURER REF NO: 2026/192/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Qualification (NQF 6) in the relevant field will be an added advantage. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, MS office package with experience in Word processing, Outlook, Power Point and Excel, Office administration, Knowledge and understanding of the legislative

framework governing public service, clerical duties, practices as well as the ability to capture data, knowledge and understanding of the legal framework governing the public service, working procedures in terms of the working environment, knowledge on HAST program and records management and Batho Pele principles. Skilled in communication, problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing.

DUTIES : Render data capturing service, capture data from available records into the required formats e.g. databases, table, spreadsheet, verify query missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, conduct pre-recording and record of Court proceedings, report faults experienced during fault diagnosing process and log queries to helpdesk, capture court roll from the Court list/ books and pre-schedule the cases prior to commencement of the Court proceedings, record Court proceedings as per the level of Court appearance, add parties details per Court appearance and related annotations for the case type in session, transfer Court recordings to the site server in 15min intervals, render efficient and effective general administrative services, save and scan Court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, ensure that all case records / Court documents for data capturing are kept safe while in your possession, verify and quality control data, review and validate all data from the records, sort and distribute incoming data to be captured equally, update registers and statistics.

ENQUIRIES : Technical related enquiries Ms RS Ledwaba Tel No: (013) 758 0000
HR related enquiries: Mr SJ Zwane / Mr MT Makgosa Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/192/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 43/145 : **DATA CAPTURER REF NO: 2026/193/OCJ**

SALARY : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Division of The High Court: Bloemfontein

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Qualification (NQF 6) in the relevant field will be an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, MS Office package, with experience in Word processing, Outlook, Power Point and Excel, Office Administration, Knowledge and understanding of the legislative framework governing Public Service, clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the Public Service, working procedures in terms of the working environment, HAST program and records management and Batho Pele principles. Skilled in communication, problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing.

DUTIES : Capture data from available records into the required formats e.g data bases, table, spreadsheet, verify, query missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backup of data, update registers and statistics, keep and maintain recorded and files, report faults experienced during fault diagnosing process and log queries to helpdesk, capture court roll from the court list/books and pre schedule the cases prior to commencement of the Court proceedings, record court proceedings as per the level of court appearance, ad parties' details per court appearance and related annotations for the case type in session, transfer court recordings to the site server in 15 min intervals, save and scan court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, ensure that all case records / court documents for data capturing are kept safe while in your possession, review and validate all data to be captured equally, update registers and statistics.

ENQUIRIES : Technical related enquiries Mr. S.P Mathibeli Tel No: (051) 492 4563
HR related enquiries: Ms. D. Peters Tel No: (051) 492 4573

APPLICATIONS	:	Applications can be sent via email to 2026/193/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE N

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 and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand Delivered at CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau **Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha. Register the application in the book. For Attention: Ms. N Mzalisi **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 **Durban Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, 05 Kensington Boulevard, Kingsmead Office Park, Durban, 4000. For Attention: Ms Ns Nxumalo
CLOSING DATE	:	11 December 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 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: 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.

ERRATUM: Kindly note that the following position was advertised in Public Service Vacancy Circular 42 dated 20 November 2026 closing on 04 December 2026, (1) Supervisor: Cleaning Foreman (X2 posts), Ref No: 2026/406A, Centre: Mpangeni M/O and Ref No: 2026/406B, Centre: Durban Regional Office, have been withdrawn.

OTHER POSTS

POST 43/146 : **CHIEF CONTSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2026/408 (X2 POSTS)**

SALARY : R1 317 108 per annum, (all-inclusive salary package), Total package to structured in accordance with the rules of the OSD

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum of NQF Level 07 in Engineering Degree (Built Environment field) or Equivalent qualification, with a minimum of 6 years' post qualification experience and registration with the relevant council (SACPCMP) as a Professional Construction Project Manager. Valid driver's license. Knowledge: Sound knowledge of IDMS and FIDPM, Construction best practice, Project Management, Extensive knowledge of all engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Decision making, Team leadership, Analytical skills, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, People management, Negotiation skills, Problem solving and analysis, Change management, Innovation, Strategic capability and leadership. Personal Attributes: Project management skills, principles and methodologies, Project and professional judgement, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high-performance culture, technical consulting. Willing to adapt work schedule in accordance with professional requirement.

DUTIES : Oversee the management of construction or refurbishment projects Construction Management Methodology: Oversee final review and approvals or audits on project designs according to design principles or theory. Ensure effective design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Ensure that project standards, specifications and service levels according are set to departmental objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of

organisational objectives. Manage and control project budget and expenditure. Oversee the management of construction management guidelines, processes, standards and strategies: Identify construction management trends and opportunities for businesses processes improvement. Approves recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Oversee the implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and legislation. Ensure the implementation of sound effective and efficient internal control system. Ensure structuring of the project's delivery model along IDIP & IDMS methodologies: Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Rearranging the resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies. Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. Manage the Chief Directorate: Establish and maintain 106 appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Chief Directorate.

ENQUIRIES : Mr. T Mbhele Tel No: (031) 314 7163

APPLICATIONS : Email Applications for the position of Chief Construction Project Manager must be submitted to: RecruitDBN26-17@dpw.gov.za

POST 43/147 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: BORDER CONTROL AND OPERATIONS COORDINATING COMMITTEE (BCOCC) AND OTHERS REF NO: 2026/409**

SALARY : R1 101 468 per annum, (all-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in the Public Administration, Business Administration, Law, Real Estate Management and Town Planning. Relevant years of working experience in the field of key account management within the Public Service Sector at a Junior Management level/ Assistant Director equivalent level. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES : To manage the accommodation requirements of the Land Ports of Entry and Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; Issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Land Ports of Entry and Others regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on

Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Land Ports of Entry and Others - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Land Ports of Entry and Others clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required regarding financial and HR administration. Ensure that the SLA between DPWI and User Departments is signed off by all the parties Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial 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. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Mr. S Xaba Tel No: (012) 406 1264

APPLICATIONS : Email Applications for the position of Deputy Director: User Demand Management must be submitted to: Recruitment26-100@dpw.gov.za

POST 43/148 : **CONSTRUCTION PROJECT MANAGER PRODUCTION (GRADE A) REF NO: 2026/410 (X2 POSTS)**

SALARY : R914 517 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum of National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills. Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and 14 documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Mr. T Mbhele Tel No: (031) 314 7163
APPLICATIONS : Email Applications for the position of Construction Project Manager must be submitted to: RecruitDBN26-18@dpw.gov.za

POST 43/149 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/411**

SALARY : R487 197 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) in Auditing / Accounting. Internal Audit Technician (IAT) / Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate experience as a senior internal auditor /internal auditor. Registration with the Institute for Internal Auditors. A valid driver's license. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management skills. Report writing skills, organisation and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, problem-solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.
DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilize appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.
ENQUIRIES : Mr V Rikhotso Tel No: (012) 492 3064
APPLICATIONS : Email Applications for the position of Assistant Director: Internal Audit must be submitted to: RecruitMTH26-25@dpw.gov.za

POST 43/150 : **ASSISTANT DIRECTOR: EPWP NATIONAL YOUTH SERVICE & BUILDING MAINTENANCE REF NO: 2026/412**

SALARY : R487 197 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) Construction Management / Project Management / Community Development. Experience in the Built Environment or Construction Management. Valid driver's license. Knowledge: labour-intensive construction methods. Construction industry, Project Management. Stakeholder Management, Expanded Public Works Programme, National Youth Service. Training. Artisan Development Initiatives. Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Project Administration. Project & Programme Management skills. Problem solving skills. People

Management. Social Facilitation, Decision Making, Delegation of duties, people empowerment, Ability to work under extreme pressure, Ability to work in a team and independently, Performance Management, Meet deadlines, Monthly, Quarterly and annually reports, keep accurate files for audits, Willingness to travel and work extensive hours.

DUTIES : Interact with Construction Management and Facilities Management Sections to identify EPWP-NYS compliant projects. Prepare BOQs to be included in the Tender Documents, Assist in the implementation and management of EPWP-NYS programme. Interact with Training institutions and Quality Assurance entities. Report on the implementation of EPWP-NYS and keep accurate records for auditing. Participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Conduct project site visits for monitoring and data collection. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Provide financial administration support services. General supervision of employees.

ENQUIRIES : Mr D Moso Tel No: (047) 502 7032/ (082) 8819183

APPLICATIONS : Email Applications for the position of Assistant Director: EPWP National Youth Service & Building Maintenance must be submitted to: RecruitMTH26-26@dpw.gov.za

POST 43/151 : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: 2026/413**

SALARY : R413 001 per annum

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum of degree in Social Science or Industrial Psychology, Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in field. Willing to adapt work schedule in accordance with professional requirements. Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue, specialized knowledge of counselling, people management and empowerment, client orientation and customer focus. Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organizational skills, interpretation of policies, ability to undertake research \ gather information, ability to work independently. A valid driver`s license and willingness to travel is essential.

DUTIES : HIV \AIDS and TB management: mainstream HIV\AIDS and TB into the core functions of the department, Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops, Support the department with incapacity cases. Organise Mental Health information sessions and distribution and of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to injury on duty. Wellness management: Promote work life balance for employees. Provide support to individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.

ENQUIRIES : Ms NS Nxumalo Tel No: (031) 314 7023

APPLICATIONS : Email Applications for the position of Senior Personnel Practitioner: Employee Health and Wellness must be submitted to: RecruitDBN26-19@dpw.gov.za

POST 43/152 : **SENIOR ADMINISTRATIVE OFFICER: (EPWP) NATIONAL YOUTH SERVICE & BUILDING MAINTENANCE REF NO: 2026/414**

SALARY : R413 001 per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Public Administration/ office administration, Social Science / Community Development / Development studies qualification. Minimum code 8 valid driver's license. Experience in administration of EPWP. Knowledge: Construction Industry. Structure and functioning of the Department and Government. Labour-intensive construction methods. Expanded Public Works Programme (EPWP) – National Youth Service (NYS). Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Relationship management. Project Administration. Interpersonal Skills. Problem solving skills. People Management. Decision making skills. Motivational skills. Personal Attributes: Resourceful. Creative. People orientated. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirements.
DUTIES	:	Participate in the recruitment and planning of EPWP NYS beneficiaries: Prepare logistics for the training of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of beneficiaries' records. Provide projects administrative support services to all spheres of governments. Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Ensure minutes of EPWP sectional meetings are filed properly. Prepare NYS documentation and liaise with stakeholders to ensure learner stipends are paid timeously. Conduct project site visits for monitoring and data collection. Prepare logistics for EPWP workshops and graduation ceremonies. Participate in capacity building workshops to ensure compliance to EPWP requirements. Attend to and resolve beneficiaries' queries timeously. Manage and continuously improve EPWP reporting and data integrity: Create and maintain an accurate record management system. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Monitor and analyse NDPWI projects captured on the EPWP Reporting System. Submit monthly status reports. Facilitate responses to audit queries. Supervise administrative support services: Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Supervise employees to ensure an effective delivery of service: General supervision of employees. Allocate duties and perform quality control on the work delivered by 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. Perform Ad-hoc duties allocated by supervisor.
ENQUIRIES	:	Mr. M. Ntese Tel No: (041) 408 2029
APPLICATIONS	:	Email Applications for the position of Senior Administrative Officer: (EPWP) National Youth Service & Building Maintenance must be submitted to: RecruitMTH26-27@dpw.gov.za
POST 43/153	:	**ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2026/415 (X4 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Durban Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) in Public Administration / Public Management/ Project Administration or suitably related administrative/management qualification. Relevant years' experience in Office Administration/ Project Administration field. Computer literacy (Ms Word, PowerPoint, Ms Excel, and Outlook). Proficiency in English as a business language, i.e. verbal communication, report writing, letter writing, and data capturing. Ability to work independently, planning and organising. Knowledge of WCS. Previous experience working in the built environment industry would be an added advantage.
DUTIES	:	Collect/ receive invoices from Registry Services; Capture invoice on Re-aPatala system; Identify discrepancies related to payment certificates. Update payments on WCS; submit the invoice to the relevant stakeholders. Keep the Project Manager(s) abreast with the budget adjustments as Required; Attend, Respond and redirect enquiries related to the project; handle queries from Consultants and Contractors; Disseminate status reports on the Development of the project; Maintain and order stationary supplies; Administer office correspondence, documents and reports; Process Documents related to

claims and payments relevant to the office; Update and maintain the WCS and Re-a-patala database; Liaise with the stakeholders relevant to the office and attend audit queries; Monitor the communication and administer the flow of information and documents in the office; Maintain the filing and records for projects documents and the unit where required; Render secretariat and logistical support service to the Committees and internal external meetings; Arrange meetings and workshops for the unit with internal and external stakeholders; Prepare and type documents presentations and reports; Draft agenda and record minutes/ decisions Communicate to relevant role-players and follow-up on progress made; Compile submissions and reports; Ensure that travel arrangements are well-coordinated and complete and submit S & T forms. Support the office of the Director Projects: admin correspondence, travel arrangements and complete and submit S&T Claims.

ENQUIRIES : Mr. T Mbhele Tel No: (031) 314 7163

APPLICATIONS : Email Applications for the position of Administrative Officer: Construction Project Management must be submitted to: RecruitDBN26-20@dpw.gov.za

ANNEXURE O

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	:	Please forward your application, quoting the correct Reference number toHRD1@dsbd.gov.za
CLOSING DATE	:	11 December 2026 at 16h00. Applications received after the closing date will not be considered.
NOTE	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan). Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV and a full academic record. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Applications must be submitted on the recent Z83 application form, which came into effect from 01 January 2021 as issued by the Minister of Public Services and Administration in line with regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp. All sections of Z83 must be completed (in full, accurately, legible, honestly, signed, and dated). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, you should consider your application 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. Candidates will be subjected to security clearance, and personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants could be required to provide consent for access to their social media accounts.

2027 TO 2029 GRADUATE INTERNSHIP PROGRAMME

The DSBD invites South African unemployed graduates who have never participated in an Internship Programme before, to apply for the following 24-month Internship Programmes.

OTHER POST

POST 43/154	:	**GRADUATE INTERN: DEPARTMENT OF SMALL BUSINESS DEVELOPMENT (LIMITED TO PWD – X7 POSTS)**
STIPEND	:	R98 097 per annum
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	National Diploma (NQF 6) or Undergraduate degree (NQF 7) in disciplines that contribute to Economic Development, Socio Economic Development, Business Development, Research, Policy Development, Business Administration, Public Administration, Social Sciences, Programme implementation, Human Resource Management, Human Resource Development, Organisational Development, Communication, Finance, Risk Management, Internal Audit, Supply Chain Management, Facilities and Security Management, Information and Records Management, or equivalent / related as recognised by SAQA.
ENQUIRIES	:	Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).

NOTE : This internship programme is ring-fenced for persons with disabilities in support of the Department's Employment Equity objectives and commitment to promoting equitable representation in the workplace.

ANNEXURE P

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

POST 43/155	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: HRD 01/11/2026 (X1 POST)**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Division HRD, Basic Police Development, SAPS Band, Pretoria
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 interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognised 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 recognised by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's. 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 PowerPoint, MS Outlook). Demonstrate competency in acting independently, professionally, accountably, and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Supervise incoming and outgoing office correspondence. Oversee office confidential documents and correspondence. Administer a bring forward system (BF System). Maintain personnel records and information. Monitor filing system, documents and correspondence. Plan tasks and delegate responsibilities to personnel. Assess and distribute allocated resources and equipment. Inspect, monitor and evaluate personnel under supervision.
ENQUIRIES	:	can be directed to: Capt Hagen/HRC Moreme Tel No: (012) 334 3796/3894
APPLICATIONS	:	Applications may be hand-delivered, as follows: 6th floor, Shorburg Building, 429 Helen Joseph Street, Pretoria / or e-mail to hagenn@saps.gov.za or morememi@saps.gov.za
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

CLOSING DATE : 04 December 2026 at 16:00

POST 43/156 : **SECURITY OFFICERS REF NO: HRD 02/11/2026 (X4 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : SAPS Academy Bishop Lavis
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 interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognised by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant 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 also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : can be directed to: Capt Mavango Tel No: (021) 935 5571/ 75
APPLICATIONS : Applications may be hand-delivered, as follows: SAPS Academy Bishop Lavis, 100 Myrtle Street, Bishop Lavis / or e-mail to: blahhrm@saps.gov.za or bishoplavis.sec@saps.gov.za

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

CLOSING DATE : 04 December 2026 at 16:00

POST 43/157 : **GENERAL WORKER REF NO: CCL 06/11/2026 (X2 POSTS)**
(Re-advertisement)
Corporate Communication and Liaison: Heritage Service

SALARY : R144 024 per annum (Level 02)
CENTRE : Pretoria
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 a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognised by SAQA), for which documentary proof can be produced when required. No experience required. Knowledge, Skills and Competencies: Good verbal and written communication

skills. Basic administrative skills for managing delivery of items, stock & collection items, signing for documents, assisting with organizing files /collection items. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.

DUTIES : Ensure a high level of hygiene and cleanliness in and around the SAPS premises assigned to, which may include either or both inner and outer perimeters. Perform routine tasks such as cleaning and maintenance in and around the assigned premises. Remove refuse. Safekeeping and handling of a variety of aids in the cleaning of the premises. Loading and unloading of goods, garden maintenance, washing and cleaning of State vehicles.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at: 082 778 3708 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001 E-mailed to PretoriusK@saps.gov.za

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
CLOSING DATE	:	11 December 2026 at 16:00

ANNEXURE Q

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS : Applicants must use this link below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.

CLOSING DATE : 11 December 2026, 16:00

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

advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 43/158 : **DIRECTOR: POLICY AND RESEARCH REF NO: DSAC-01/11/2026**

SALARY : R1 317 384 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An undergraduate qualification (NQF level 7) as recognised by SAQA in Social Science/ Monitoring and Evaluation/ Development Studies/ Information and Knowledge Management/ Public Policy/ Policy Research/ Information Management Studies/ Public Administration and Management/ Business Administration or any relevant qualification; Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government; 5 years relevant experience at a Middle (Deputy Director level) /Senior Management level in policy research, policy development, analysis and implementation, development of evaluation matrices and evaluation methodologies, knowledge management or any relevant policy research and evaluation environment; Knowledge of Public Service Regulations; Knowledge and understanding of policy development; Knowledgeable in the Public Finance Management Act with an understanding of relevant policies, prescripts, and legislation; Knowledge of policy development and analysis processes; Knowledge of research methodologies (qualitative and quantitative); Knowledge of monitoring and evaluation principles and frameworks; Knowledge of data management and statistical analysis principles; Knowledge and understanding of Promotion of Access to Information Act (PAIA); Strategic capability and Leadership; People management and Empowerment; Programme and Project Management; Financial Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Presentation skills; Good communication and Interpersonal relations; Computer Literacy; Project Management Skills.

DUTIES : Manage the development and review of the departmental policies-Develop, review, and implementation of departmental policies, frameworks, guidelines and standards; Ensure policy alignment with legislation, government priorities and departmental; Coordinate policy research, analysis and impact assessments; Ensure alignment of departmental policies with government priorities, legislation and strategic objectives; Provide policy advice and recommendations to relevant stakeholders; Facilitate policy consultation processes with relevant stakeholders; Develop and implement the departmental research agenda and research strategy-Develop and implement the departmental research agenda and research strategy; Manage and coordinate research projects and studies; Conduct environmental scanning, benchmarking and trend analysis; Ensure that research findings inform policy development and organisational planning; Promote evidence-based decision-making within the Department; Evaluate the implementation and effectiveness of Policies and programmes within the department-Lead the development and implementation of departmental evaluation plans; Oversee the establishment and governance structures within the evaluation environment; Manage the development of evaluation matrices and evaluation methodologies; Oversee the development of qualitative and quantitative data collection instruments; Ensure the collection, analysis, validation and interpretation of evaluation data; Manage the development, quality assurance and approval of evaluation reports; Lead the development of management responses to evaluation findings; Monitor and report on the implementation of evaluation recommendations and improvement plans; Conduct oversight on service provider projects and stakeholder engagement-Oversee the procurement and appointment of service providers for research and evaluation studies; Manage the development of specifications, terms of reference, and service level agreements; Monitor service provider performance, project deliverables, and contractual compliance; Ensure quality assurance and adherence to research and evaluation standards and methodologies; Manage project risks and ensure

effective governance throughout the project lifecycle; Manage service providers and contractual obligations relating to Directorate projects; Provide Leadership, governance and organisational performance management of the Directorate-Develop and maintain strategic partnerships and engagements with key internal and external stakeholders to strengthen institutional governance, collaboration and service delivery; Provide leadership in coordinating intergovernmental relations, governance forums and collaborative initiatives across all spheres of government and relevant stakeholders; Coordinate the development and operational plans and activities of the Directorate fostering effective communication and stakeholder relations; Consolidate and coordinate reports, submissions, briefing notes and presentations governance structures. ensuring accountability and timely execution; Monitor and review the performance of the Directorate and provide strategic guidance; Establish monitoring and reporting mechanisms to evaluate the effectiveness of governance systems, stakeholder engagement and executive coordination processes; Represent the Department in strategic governance, intergovernmental and stakeholder forums to advance departmental priorities and strengthen cooperative governance; Ensure governance risks are identified, monitored and mitigated through appropriate governance controls and reporting mechanisms; Manage the human, financial, information and other resources of Directorate in accordance with the Public Finance Management Act (PFMA), the Public Service Act and other applicable prescripts; Manage audit queries, compliance and accountability processes within the Directorate.

ENQUIRIES : Ms N Mahlobo Tel No: (012) 441 3538

OTHER POST

POST 43/159 : **ASSISTANT DIRECTOR: NORTH, EAST AFRICA AND MIDDLE EAST REF NO: DSAC-02/11/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate /Grade 12 Certificate or any equivalent NQF level 4 qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in International Relations, Political Science or any relevant International Relations qualification. Valid Driver's License. Willingness to travel abroad. 2–3 years' relevant experience, of which at least 2 years at an International Relations Officer/ Practitioner level in coordinating bilateral and/or multilateral engagements, liaising with foreign missions and international stakeholders, managing or coordinating international projects/ programmes, stakeholder management, administrative reporting or any relevant environment. Knowledge and understanding of Public Service Regulations, Public Service Act and relevant prescripts. Knowledge of Public Finance Management Act. Knowledge and understanding of relevant Foreign Policies. Basic knowledge of regional languages (e.g., Arabic, French, Swahili, Hausa, Amharic). Knowledge Public diplomacy and strategic communication. Knowledge International relations theory and practice. Knowledge and understanding of governance systems, institutional capacity building, and rule of law. Knowledge of Human rights, gender equality, and inclusive development practices. Understanding of bilateral and multilateral engagement strategies. Knowledge of political systems, history, and current affairs of countries in Africa and the Middle East. Good communication and interpersonal relations. Problem-solving skills. Analytical thinking skills. Computer Literacy. Good administrative skills. Project management skills. Good planning and organising skills.
DUTIES : Provide coordination and administrative support for bilateral and multilateral meetings, engagements and activities. Gather and consolidate information and inputs from relevant business units for international engagements. Assist with the preparation of country information, briefing packs, meeting documents and related background material. Maintain records and trackers of bilateral agreements, programmes of cooperation and other international commitments. Follow up with relevant officials and business units on agreed actions and implementation activities. Monitor deadlines and provide progress updates to the Deputy Director on outstanding matters. Assist with the preparation of meeting reports and records of decisions arising from international engagements. Refer matters requiring policy direction, substantive intervention

or higher-level engagement to Supervisor. Assist with the planning and coordination of international projects, programmes, meetings and events including initiating submissions for approval. Coordinate administrative and logistical arrangements for incoming and outgoing official visits. Liaise with relevant officials and stakeholders regarding programmes, travel, accommodation, transport, venues, accreditation and other logistical requirements. Prepare and maintain schedules, checklists, programmes and activity plans for assigned engagements. Follow up with responsible stakeholders to ensure that required arrangements and documentation are completed within agreed timelines. Provide operational support during official visits, meetings and international events where required. Maintain project and engagement records and assist with the preparation of completion and activity reports. Report logistical or implementation challenges to the Deputy Director for guidance and resolution where necessary. Maintain routine working contact with foreign missions, government departments, international organizations and other relevant stakeholders on assigned matters. Facilitate the exchange of information and correspondence between the Directorate and relevant internal and external stakeholders. Receive and process requests, invitations and correspondence from international stakeholders and refer them to the appropriate officials for consideration. Coordinate requests for information and inputs from departmental business units and follow up on outstanding responses. Arrange and provide administrative support for stakeholder meetings and consultations. Communicate agreed actions and follow up with relevant stakeholders on implementation. Maintain stakeholder contact lists and records of correspondence and engagements. Refer sensitive, strategic or policy-related stakeholder matters to the Deputy Director. Provide general administrative and coordination support for the day-to-day functioning of the Directorate. Draft routine correspondence, memoranda, submissions, reports, meeting documents and other administrative documentation for review by the Deputy Director. Maintain filing, record-management and information-management systems for the Directorate. Maintain action lists, reporting schedules and administrative trackers and follow up on outstanding matters. Coordinate and consolidate information required for operational plans, performance reports and other Directorate reporting requirements. Assist with administrative processes relating to travel, procurement, finance and logistical arrangements in accordance with departmental procedures. Allocate routine work to designated staff and/or interns, provide guidance and monitor completion and quality of assigned tasks. Provide regular progress updates to the Deputy Director and escalate matters requiring management intervention

ENQUIRIES : Mr. TR Matibe Tel No: (012) 441 3068

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (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 the Chief Director: HR Management and Development at the Department of Tourism, Private Bag X424, Pretoria, 0001, or hand-delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided, Email Application: Recruitment6826@tourism.gov.za

CLOSING DATE : 11 December 2026 by 16:30 (Late applications will not be considered)

NOTE : Application must include a new Z83 form and CV only. Electronic applications 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 Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (i.e. old Z83 form) will not be considered. Each post's advertisement 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 Sections A, B, C, and D of the new Z83 form must be completed in full. Due to the limited space on the new Z83 form, it is acceptable for applicants to refer to their CV or indicate "see attached" in respect of Sections E, F and G. 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 Resource Management, and such qualifications and other related documents 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, or whose applications were received late, will not be considered. Correspondence will be limited to shortlisted candidates only. 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. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and attainment of a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. By applying for this post, you are consenting to the Department of Tourism processing your personal information, subject to POPIA.

MANAGEMENT ECHELON

POST 43/160 : **DIRECTOR: EXPERIENCE AND ROUTE DEVELOPMENT REF NO: DT68/2026**

The purpose of the role is to enhance experience, identification and development of routes.

SALARY : R1 317 384 per annum (Level 13), (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 minimum SAQA-recognised qualification at NQF level 7 in Tourism, Development Economics or related studies or an equivalent qualification. A minimum of 5 years' experience in an appropriate field at a Middle/Senior Managerial level. Essential Knowledge and skills: Understanding of the PFMA and Treasury Regulations. Ability to interact with high-level stakeholders. Understanding of tourism trends. Sound understanding of the NDP and NTSS. Computer Literacy. Coordination skills. Financial management skills. Change management skills. People Management and empowerment skills. Strategic capacity and leadership skills. Communication and interpersonal skills. Negotiation skills. Incumbent should be honest and possess integrity, tact, and diplomacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.
DUTIES	:	The successful candidate will be responsible for: Establishing strategic direction of the component to ensure alignment with departmental strategic objectives. Monitor and ensure the implementation of the strategic and business plans. Oversee the development of Operational Plans to give strategic direction to business components/ units. Align individual performance to the strategic business objective. Implement and report on strategic frameworks in the area of functional responsibility. Monitor the attainability and sustainability of performance standards as per departmental objectives. Conduct market assessments. Engage industry operators on their tourism experience and route initiatives. Manage trade relations/ networking between operators and travel trade. Oversee Intergovernmental and cross-border relations engagements on tourism experience and route development initiatives. Audit all tourism routes in the country, including cross-border initiatives. Manage the identification, design and development of tourism experiences, routes and niche products. Manage partnerships for experiences and routes.
ENQUIRIES	:	Dr S Chettiar schettiar@tourism.gov.za
NOTE	:	EE Requirements: Coloured and White Male and Female candidates as well as Youth and People with Disabilities are encouraged to apply.

ANNEXURE S

DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE : 08 January 2027

NOTE : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. 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 that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

ERRATUM: The following SMS posts were advertised with the wrong Salary scale: Director: Bilateral Coordination Ref No: DOT/HRM/2026/41, Director: Aviation Multilateral Affairs Ref No: Dot/Hrm/2026/42, Director: Transport Information Systems, ICT Governance and IT Security Ref No: DOT/HRM/2026/43 and Director: Parliamentary Service and Strategic Support Ref No: DOT/HRM/2026/44. The correct salary notch is R1 317 384 per annum (Level 13). They were advertised in this publication Public Service Vacancy Circular 41 dated 13 November 2026.

The post of Assistant Director: Supply Chain Management Ref No: DLCA/HRM/2026/01 was wrongly advertised as a permanent position, the post is a 12-Month Contract on the first notch of Salary R487 197 per annum (Level 09), plus 37% in lieu of benefits. Closing date on this post still remains 18 December 2026.

MANAGEMENT ECHELON

POST 43/161	:	**DIRECTOR: MANAGEMENT ACCOUNTING AND BUDGET MONITORING REF NO: DOT/HRM/2026/53**
SALARY	:	R1 317 384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF Level 7 as recognized by SAQA in Finance / Public Finance/ Accounting/ Cost and Management Accounting / Financial Management with 5 years' experience at a middle/senior managerial level in management accounting/budgeting. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skills: Knowledge of Public Finance Management Act (PFMA), Knowledge of Treasury Regulations, Knowledge of all legislation and national policies, regulations, frameworks and guidelines applicable to Management Accounting (Planning and Budgeting). Government systems and Structures. Communication: Verbal & Written Communication-English and above average, computer literacy, Governance related to information. Financial Management. Strategic Capability & Leadership (SCL). People Management & Empowerment (PME). Project/Programme Management (PPM). Client Orientation and Customer Focus. Change Management.
DUTIES	:	Manage Financial planning and budgeting process. Manage and monitor the expenditure in line with allocated budget. Manage the reporting process. Manage the Basic Accounting System (BAS). Manage the resources of the Directorate.
ENQUIRIES	:	Ms Jabulile Mahamba Tel No: (012) 309 3898
POST 43/162	:	**DIRECTOR: TRANSPORT INFORMATION SYSTEMS, ICT GOVERNANCE AND IT SECURITY REF NO: DOT/HRM/2026/43** Branch: Corporate Services
SALARY	:	R1 317 384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate NQF level 7 qualification as recognised by SAQA in Computer Science / Information Technology / Computer Systems Engineering / Information Systems / Informatics/ Business Information Systems with a 5 years' working experience at a middle/senior managerial level in the ICT environment and in the Information and Communication Technologies (ICT) field. Certificates in ITIL, COBIT and TOGAF are mandatory; CGEIT Certificate is an added advantage; Knowledge of Public Service Regulations, Public Financial Management Act (PFMA) and Treasury Regulations; Knowledge of the Government Wide Enterprise Architecture (GWEA) Framework; Knowledge of the DPSA Policy Framework on Corporate Governance of ICT; Extensive knowledge of ICT Security and related directives and standards; Knowledge of project management; Understanding of performance management system; Drivers licence; Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment.
DUTIES	:	Ensure effective ICT governance, enterprise architecture and transport information systems coordination; Develop and manage ICT architecture, compliance, ICT audit assurance, ICT risk management and ICT continuity within the Department; Develop, implement and maintain a secure ICT and information Systems environment for the Department of Transport; Provide strategic leadership in the planning, coordination and oversight of transport information systems; Manage the resources of the directorate.
ENQUIRIES	:	Mr T Ramatlapeng Tel No: (012) 309 3000
NOTE	:	the post was advertised in this publication dated 13 November 2026, Circular 41 of 2026. Please note that additional requirements are added and candidates who applied there's no need to reply as their applications will be considered.

POST 43/163	:	**DIRECTOR: PUBLIC ENTITY PERFORMANCE AND COMPLIANCE REF NO: DOT/HRM/2026/54** Branch: SOC GAP
SALARY	:	R1 317 384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	An undergraduate NQF Level 7 as recognised by SAQA in Economics / Financial Management / B. Com in Accounting with 5 years' experience at a middle/senior managerial level in a corporate governance or state-owned enterprise oversight environment. Certificate of successful completion of the National School of Governments' Senior Management Service Pre-Entry Programme. Knowledge and Skills: Knowledge of legislative and policy prescripts relevant to the Department and its SOE's. Corporate governance as it applies to the public and private sector; Project management, strategic planning and risk management; Knowledge and understanding of the Public Finance Management Act (PFMA); Knowledge of Treasury Regulations and other relevant legislation and policies relevant to public entities; Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities and the coordination of entities strategic and annual performance plans; Knowledge and understanding of monitoring the performance of public entities; Knowledge of data analysis, financial and non-financial report writing; Policy formulation and evaluation. Communication; Financial Management. Strategic Capability & Leadership (SCL); People Management & Empowerment (PME); Project/Programme Management (PPM).
DUTIES	:	Ensure alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DoT Entities as stated in the planning documents; Monitor compliance with PFMA and/or agency's enabling legislation, regulations and policies; Manage Stakeholder Relationships. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Directorate.
ENQUIRIES	:	Ms Molatelo Motsepe Tel No: (012) 309 3851
POST 43/164	:	**DIRECTOR: RAIL POLICY AND STRATEGY DEVELOPMENT REF NO: DOT/HRM/2026/55** Branch: Rail Transport
SALARY	:	R1 317 384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF level 7 as recognised by SAQA in Transport Economics / Law / Transport and Logistics Management / Political Science / Social Science with 5 years' experience at a middle/senior managerial level in the rail or transport sector. Knowledge And Skills: Knowledge of the transport and rail sector. An in-depth knowledge of policy and strategy development. A sound knowledge of rail regulation. Knowledge in the compilation of management reports. Knowledge of PFMA and Treasury Regulations. Financial Management. Strategic Capability & Leadership (SCL); People Management & Empowerment (PME); Project/Programme Management (PPM). Project/Programme Management (PPM), Client Orientation and Customer Focus, Change Management.
DUTIES	:	Develop rail policy, strategy and applicable economic and safety regulations. Coordinate and maintain the implementation of new and amended policy and strategy. Develop the rail act and applicable regulations. Manage the resources of the Directorate.
ENQUIRIES	:	Mr Ngwako Makaepea Tel No: (012) 309 3000

ANNEXURE T

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 : 14 December 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. 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. 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 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 43/165 : **CHIEF DIRECTOR: STRATEGIC PROCUREMENT REF NO: S122/2026**
(Re-advertisement)
Division: Office of The Chief Procurement Officer (OCPO)
Purpose: To Support the implementation of the state procurement system to be fair, equitable, transparent, competitive and cost-effective and enable the efficient, economic, effective and transparent utilisation of financial and other resources for improved service delivery and promote support, enforce in the transparent and effective management of state procurement and the sound stewardship of public funds.

SALARY : R1 554 696 per annum, (Including benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in SCM or Business Administration or Strategic Sourcing. Registration with a relevant supply chain professional body will be an added advantage. A minimum of 5 years' experience at a senior managerial level obtained in the development, implementation and management of large-scale public and/or private sector strategic procurement projects. Knowledge and experience in strategic sourcing, contract administration, and business transformation. Knowledge and experience in leveraged gains from strategic procurement within a public entity, multi-national corporation, or government department. Knowledge and experience in the development, implementation and management of systems and processes pertaining to procurement. 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 : Implementation of a generic state procurement system for all spheres of Government: Develop and implement a procurement regulatory environment that is responsive to the policy goals and objectives of government. Influence government spending to contribute to sustainable economic, social, and environmental development. Modernise state procurement by leveraging information technology. Leverage the benefits of strategic sourcing and achieve savings on government spending. Improve the performance of state procurement in respect of achieving 'value for money' and service delivery. Improve the performance and efficacy of the state procurement system. Develop the State Procurement System for Government: Improve the performance and efficacy of the state procurement system as it pertains to strategic procurement, including capital projects, infrastructure and resources. Support the development of the state procurement system to address the development of small and medium enterprises (SMEs), green procurement and sustainable procurement practices. Modernise state procurement by leveraging information technology as it pertains to strategic procurement. Implement a national procurement strategy: Develop and implement a national procurement strategy to drive efficiencies and continuous improvement across government. Develop and implement a national strategic sourcing strategy and/or framework for critical and high-value procurement projects. Develop and implement a national strategic sourcing strategy for common goods and services. Perform commodity management. Client centricity, projects and risks management: Manage the client interface with National Treasury for all complex, critical, high-value and/or high-risk procurement projects through their full project lifecycle. Manage a system for assessing, monitoring and evaluating complex, critical, high-value and/or high-risk procurement projects. Coordinate the governance and oversight of complex, critical, high-value and/or high-risk procurement projects. Manage national supply chain risks through risk monitoring, prediction and mitigation.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

OTHER POSTS

POST 43/166 : **ICT ADMINISTRATOR (DATABASE) REF NO: S129/2026**
Division: Corporate Services (CS)
Purpose: To assist with the provision of an Information and Communication Technology (ICT) technical solutions platform through resolution of incidents, acquisitions and maintenance of database infrastructure in line with the prescribed DPSA's ICT Governance and Government Wide Enterprise Architecture Frameworks.

SALARY : R487 197 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology. A certification in Microsoft MCSA/MCSE, Database Administrator (DBA), will be an added advantage. A minimum of 3 years' experience in database administration and support within an information & communications environment. Knowledge and exposure of: Microsoft SQL Server and Azure SQL database services; Transact-SQL; Windows Server; Active Directory and identity integration; enterprise storage; database backup and recovery, and monitoring tools. Knowledge of database security, access control, encryption, auditing, patching, vulnerability remediation, change management and ICT service management processes. Knowledge of database monitoring and performance optimisation, including execution plans, indexing, statistics, query tuning, blocking, deadlocks and resource utilisation. Knowledge and experience in administering multiple production and non-production Microsoft SQL Server instances and databases, including hybrid or cloud-hosted environments. Experience in scripting and automation, preferably using Transact-SQL and PowerShell, as well as technical documentation and operational reporting. Experience with high availability, backup, restore and disaster recovery for SQL Server and Azure SQL, including recovery testing and evidence reporting.
DUTIES : ICT Technical Resolution: Coordinate with developers to meet deliverables and schedule of data. Support business and technology in design and development driving the Database Maintenance Plan's. Design, develop and implement data solutions for architecture design, prototyping of concepts standards, and test plans. Code and module design, development and testing, data solution debugging, design and implementation of a solution that follows design techniques. Develop new support programs and scripts for databases to increase data storage capacity and fix existing database problems, pertaining to troubleshooting in accordance with standard policies requirements. Develop database stored procedures, triggers for support applications, document database design, and manage configuration and change management. Provide ICT Database and Data Solutions: Assess ICT infrastructure and database security risks and issues, and initiate research and benchmarking of best practices on the latest trends. Recommend network, infrastructure, database and security solutions for implementation. Develop an ICT knowledge database on standardised faults and resolutions for future utilisation and consultation. Maintain ICT Infrastructure: Monitor the ICT infrastructure and security measures and report discrepancies to enhance continuity on improvement. Assist with the design and implementation of an enhanced and maintained National Treasury cybersecurity operational plan. Assist with the monitoring of networks for possible security deficiencies and design countermeasures for mitigation thereof. Amend changes as requested by clients and engage on the configuration prior to implementation. Assist with the implementation of measures for maintenance applications in line with the prescribed ICT Governance Framework. Acquisition and Implementation of ICT Systems: Assist with the development of ICT technical and operational specifications for implementation. Define data requirements based on system design and develop an entity-relationship diagram for conformity. Assist with the implementation and operationalisation of ICT infrastructure and applications, database and security systems in line with the Government Wide Enterprise Architecture Framework. Implement and operationalise a database aligned with the current infrastructure for document integration and record keeping. Maintain Database Platforms, Availability and Security: Monitor database availability, performance, capacity, jobs, logs, replication and security

controls; analyse alerts and escalate exceptions to support service continuity. Implement database security controls in support of the National Treasury cybersecurity operational plan, including least-privilege access, privileged account management, encryption, auditing and vulnerability remediation. Monitor database platforms for vulnerabilities, unsupported components, configuration weaknesses and suspicious activity, and implement approved corrective controls. Assess and implement authorised database changes in accordance with change, release and configuration management processes, including testing, rollback planning and post-implementation validation. Administer database backup, restore, retention and recovery processes; conduct scheduled recovery tests and support disaster recovery and business continuity exercises. Monitor database availability, performance, capacity, jobs, logs, replication and security controls; analyse alerts and escalate exceptions to support service continuity.

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

POST 43/167 : **ICT ADMINISTRATOR: INFRASTRUCTURE AND NETWORKS REF NO: S130/2026**

Division: Corporate Services (CS)

Purpose: To assist with the provision of an Information and Communication Technology (ICT) technical solutions platform through resolution of incidents, acquisitions, and maintenance of infrastructure in line with the prescribed DPSA's ICT Governance and Government-Wide Enterprise Architecture Frameworks.

SALARY : R487 197 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology. A certification in Microsoft, Cisco and CCISP, DBA, and MS, will be an added advantage. A minimum of 3 years' experience obtained in an ICT Governance, System/ Database/ Networks environment. Knowledge and experience of the following equipment and systems: Dell Cisco, Checkpoint, SQL, Microsoft Applications – AD, Exchange, F&P Services. Knowledge and experience of MS Server OS, SQL, SCOMS, SCCM, Desktop OS, communications solutions, security components, VMware, SAN, DAS, NAS.

DUTIES : ICT Technical Resolution: Assist with infrastructure, networking and database incidents and enable technical solutions. Provide inputs to incidents and integrate required infrastructure needs of business. Assess networks, infrastructure, databases and other ICT needs for implementation. Assist with the development of newly designed products for implementation. Assist with ICT audits and highlight discrepancies within the process. Assist with implementation of infrastructure. Perform checks on infrastructure, networking and databases and report any anomalies. Provide ICT Network Solutions: Assess ICT infrastructure and database security risks and issues, and initiate research and benchmarking of best practices on the latest trends. Recommend network, infrastructure, database and security solutions for implementation. Develop an ICT knowledge database on standardised faults and resolutions for future utilisation and consultation. Maintain ICT Infrastructure: Monitor the ICT infrastructure and security measures and report discrepancies to enhance continuity on improvement. Assist with the design and implementation of an enhanced and maintained National Treasury cybersecurity operational plan. Assist with the monitoring of networks for possible security deficiencies and design counter measures for mitigation thereof. Amend changes as requested by clients and engage on the configuration prior to implementation. Assist with the implementation of measures for maintenance applications in line with the prescribed ICT Governance Framework. Acquisition and Implementation of ICT Systems: Assist with the development of ICT technical and operational specifications for implementation. Define data requirements based on system design and develop entity relational diagram for conformity. Assist with the implementation and operationalization of ICT infrastructure and applications, database and security systems in line with the Government Wide Enterprise Architecture Framework. Implement and operationalize a database aligned with the current infrastructure for document integration and record keeping.

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

ANNEXURE U

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

CLOSING DATE : 11 December 2026

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

MANAGEMENT ECHELON

POST 43/168 : **DIRECTOR: WATER USE AUTHORISATION REF NO: VOCMA 47**
Branch: Vaal-Orange Catchment Management Agency
Div: Water Resource Management

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Bloemfontein

REQUIREMENTS : A bachelor's degree in Natural Sciences (Hydrology/Ecology/ Zoology/ Botany/ Chemistry/Microbiology) B Tech Degree in Environmental Management relevant NQF level 7 Qualification. Six (6) to (10) years' experience in Water Use Authorization of which five (5) years of experience at a middle/senior managerial level in water resource environment. The disclosure of a valid unexpired driver's license. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation, and human resources. Knowledge of National Water Act, Knowledge of associated environmental legislation. Knowledge of Project Management. Problem solving and analysis.

DUTIES : Lead the implementation of water use authorization and registration processes. Provide strategic direction in water use license administration process. Ensure

the operation of water authorisation and registration management system. The provision of business planning and general management of the unit.

ENQUIRIES : Ms Lerato Morake, Cell No: 082 829 2024 / Ms. MF Mokgomole Tel No: (051) 405 9000

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

POST 43/169 : **DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: VOCMA 48**
Branch: Vaal-Orange Catchment Management Agency
Div: Compliance Monitoring and Enforcement

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A Bachelor's Degree in Natural Science / Engineering / Environmental / Environmental Law relevant NQF level 7 qualification. Six (6) to (10) ten years' experience in compliance monitoring and enforcement environment of which five (5) years' experience at a middle/senior managerial level. The disclosure of a valid unexpired driver's licence. Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Negotiation skills, presentation skills, knowledge of relevant Acts, project, and programme management.

DUTIES : Provide strategic direction in the development and implementation of compliance monitoring and enforcement policy, strategies, norms, regulations, standard operating procedures within the catchment management area. Ensure compliance monitoring and enforcement to all water use license condition within the catchment management area. Ensure enforcement on non-compliance to the water use license condition. Provision of business planning and general management for the directorate.

ENQUIRIES : Ms L Morake Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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OTHER POSTS

POST 43/170 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: VOCMA 49**
Branch: Vaal-Orange Catchment Management Agency
Div: Financial Management

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant NQF 7 qualification in financial management / financial accounting or related field. Five (5) years' experience in financial management and reporting and supply chain environment, of which three (3) years relevant experience at supervisory / management level. The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and guidelines. Knowledge of Public Service anti-corruption strategy and anticorruption and fraud prevention measures. Understanding of Entity's policies and procedures, government financial systems, principles, and practice of asset management and supply chain. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook), Ability to compile reports and presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written), Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and monitoring the work of the

subordinates within the unit. Accountability and ethical conduct. Willingness to travel.

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

ENQUIRIES : Mr N Smouse Tel No: (051) 404 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/171 : **SCIENTIST PRODUCTION GRADE A - C REF NO: VOCMA 50 (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Water Resource Planning and Management

SALARY : R791 604 – R1 189 767 per annum, (OSD)

CENTRE : Bloemfontein

REQUIREMENTS : A Science degree (BSc) (Hon) in Chemistry, Biochemistry or Microbiology. or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management. Implement principles of national water act in terms of protection, development, use, control, and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA, and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation, and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Responsible for forward planning utilising predictive modelling tools, among other methods. Implement National

Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the Vaal-Orange Water Management Area; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to resources water quality. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote surface and groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to water resource protection and management. Management of waste discharge charge system and surface water data management. Provide assistance in drafting of specific water quality license conditions. Collection and interpretation an analysis of surface water data and monitoring of the surface water resources.

ENQUIRIES : Mr M Matseba Tel No: (012) 392 1300 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/172 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (X4 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Compliance Monitoring and Enforcement

SALARY : R636 978 per annum, (OSD)
CENTRE : Bloemfontein Ref No: VOCMA 51 (X2 Posts)
Pretoria Ref No: VOCMA 52
Upington Ref No: VOCMA 53

REQUIREMENTS : A four-year degree in Natural Science / Environmental science or relevant qualification. Six (6) years post qualification experience in compliance monitoring and enforcement environment. The disclosure of a valid unexpired driver's licence. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining. A clear understanding of the VOCMAs role and policies about water resource management. Knowledge of the National Water Act 36 of 1998, other applicable laws and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement, and Data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.

DUTIES : Implement, enforce the National Water Act, and other relevant legislation, policies, and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. Implement compliance monitoring systems, inspection guidelines, or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to enforce notices, as well as criminal enforcement. Prepare necessary information, reports, and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Supervise staff in accordance with VOCMA policies and procedures.

ENQUIRIES : Mr V Blair, Cell No: (082) 807 3552 / Ms PM Matekane Tel No: (051) 405 2160

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

POST 43/173 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Water Use Authorisation and Registration

SALARY : R636 978 per annum, (OSD)
CENTRE : Kimberley Ref No: VOCMA 54
Upington Ref No: VOCMA 55
REQUIREMENTS : A four-year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience in water use authorisation. The disclosure of a valid unexpired driver's license. Knowledge of research and development methodology. Experience in the environmental and water management field, waste management, industries, urban development, and mining. A clear understanding of the VOCMAs role and policies regarding water resource management. Knowledge of the National Water Act 36 of 1998 and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication skills both verbal and written. Willingness to travel extensively and work irregular hours. Technical report writing, professional judgement, and data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
DUTIES : Provide support and guidance to the VOCMAs components and water management institutions in processing of water use authorisation applications from all water use sectors. Maintain relationships with stakeholders and coordinate engagements within the VOCMA and broader water sector. Provide technical advice to water use authorisation applications to subordinates and applicants. Development, implementation, and review of regulatory tools for water use authorisation. Develop, update, maintain and provide training on policies, legislation, protocols, and guidelines for water use authorisation. Participate in the assessment of water resource management research needs for the directorate. Quality insures all records of recommendation and licences. Ensure that systems are maintained and ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Participate in water use authorization appeals and litigation process. Participate in engagements with other Departments responsible for permitting within the broader environmental sector. Compile reports and make presentations internally and externally. Supervise staff in accordance with VOCMA policies and procedures.
ENQUIRIES : Dr. Mmachaka Tel No: (012) 392 1300 / Ms PM Matekane Tel No: (051) 405 2160
NOTE : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 43/174 : **INTERNAL AUDITOR REF NO: VOCMA 56**
Branch: Vaal-Orange Catchment Management Agency
Div: Office of the Chief Executive Officer

SALARY : R605 742 per annum (Level 10)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 7 (bachelor's degree or Advanced Diploma) in Internal Auditing or a relevant tertiary qualification. Three (3) to five (5) years' experience in General Internal Auditing, Compliance Auditing, Performance Auditing, Forensic Investigations, Quality Assurance Auditing or General Control Review

and Applications Control, or completion of the Internal Audit Technician (IAT) learnership (three (3) years) from the Institute of Internal Auditors (IIA) plus two (2) years' internal audit experience. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and of governance, risk management, and control processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and guidelines. Knowledge of the Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems, institutional policies and procedures, and governmental financial systems. Knowledge of the principles and practice of financial accounting. Knowledge of the framework for managing performance information. Business strategy translation and alignment, problem solving and analysis, people and diversity management, and client orientation and customer focus skills. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for supervising and executing internal audit, compliance audit, performance audit, forensic investigation, quality assurance audit, general control review, and applications control engagements, as well as consultancy engagements, to support the implementation of the approved Internal Audit Operational Plan. Supervise and participate in the development of the three-year strategic and annual risk-based internal audit plans, including identifying key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the coordination with other internal and external assurance providers to ensure proper coverage and minimise duplication of effort. Develop proposals to determine the scope of allocated internal audits, develop engagement work programmes, and supervise and execute allocated audits in accordance with the IIA Standards and the legislative framework. Collect, analyse, and interpret data, develop findings and recommendations for the enhancement of controls and processes, and compile and review audit reports for each engagement. Monitor progress on the implementation of agreed-upon action plans. Review, collect information and compile progress, quarterly and annual reports to the Accounting Officer and the Audit Committee. Keep up to date with new developments in the internal audit environment by studying professional journals and publications, monitoring relevant industry, legislative, standards, and policy framework changes, and engaging in continuous professional development. Supervise employees, allocate duties, and perform quality control on work delivered by supervisees, and ensure that supervisees are trained and developed to deliver work of the required standard efficiently and effectively. Manage the performance, conduct and discipline of supervisees (PMDS). Provide inputs for the enhancement of audit methodologies and technologies.

ENQUIRIES : Ms L Morake Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/175 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: VOCMA 57**
Branch: Vaal-Orange Catchment Management Agency
Div: Financial Management

SALARY : R487 197per annum (Level 09)

CENTRE : Bloemfontein

REQUIREMENTS : A relevant tertiary qualification in Financial Management / Management Accounting / Financial Accounting at NQF level 7. Three (3) years relevant supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding of financial legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of

Departmental policies and procedures. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES : Management and monitoring of payroll-related financial transactions. Verification and reconciliation of payroll information. Monitoring salary expenditure and identifying discrepancies. Liaising with relevant Officials regarding payroll-related queries Ensuring that payroll transactions are correctly accounted for and supported. Management and monitoring accounts payable transactions. Verification of invoices and supporting documentation. Ensuring that invoices are processed accurately and within prescribed timelines. Monitoring outstanding invoices and payment-related matters. Investigating rejected, blocked or unpaid transactions. Ensuring compliance with financial policies and applicable delegations. Processing, reviewing, and reconciling salary-related transactions. Ensuring that salary transactions are correctly allocated to relevant accounts. Investigating salary-related discrepancies and reconciling outstanding items. Monitoring salary expenditure and preparing relevant financial reports. Ensuring proper supporting documentation for salary transactions. Preparing and processing payment-related transactions and proposals Performing bank reconciliations and investigating outstanding and unallocated transactions. Management and maintenance of financial records and supporting documentation Ensuring that financial records are properly maintained and readily available for audit purposes. Coordinating responses to internal and external audit queries. Ensuring that audit supporting documentation is complete, accurate and submitted within prescribed timelines. Monitoring audit findings and assisting with the implementation of corrective measures. Ensuring compliance with applicable financial management policies and procedures. Assist in the preparation of the annual financial statements.

ENQUIRIES : Mr Y Valashiya Tel No: (051) 404 9000 / Ms PM Matekane Tel No: (051) 405 2160

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

POST 43/176 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: VOCMA 58**
Branch: Vaal-Orange Catchment Management Agency
Sd: Corporate Support Services
Div: Auxiliary Support Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant NQF level 6 qualification in Social Sciences / Administration / Public Administration / Public Management or relevant qualification. Five (5) years' experience in an administrative environment. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of government financial systems. Commitment to a high level of quality control. Knowledge of implementing Performance Management and Development System (PMDS) policies. Organisational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing administrative support services to ensure efficient operations, compliance with policies and a well-functioning work environment. Manage corporate travel arrangements, including arranging travel bookings (flights, accommodation and transport),

ensuring that travel policies and procedures are followed, working with travel agencies and service providers, processing travel claims and reimbursements, and monitoring and reporting on travel expenses. Manage facilities and support services, including overseeing office maintenance, furniture and equipment, ensuring that cleaning and general office support services run smoothly, managing contracts with service providers, ensuring that the workplace is safe, clean and well maintained, and managing the procurement process for office stationery. Ensure safety and security compliance, including implementing and monitoring workplace safety and security policies, ensuring that security measures such as access control and surveillance are in place, and responding to security and safety incidents. Manage records and documents, including ensuring the proper filing, storage, and retrieval of records, implementing rules for the handling and disposal of records, maintaining digital and physical records securely, ensuring compliance with data protection regulations, and conducting regular records audits and updates. Manage human resources and performance, including supervising and supporting administrative staff, setting work goals and monitoring progress, organising training and career development, ensuring compliance with HR policies and labour laws, and managing staff leave, attendance and performance appraisals.

ENQUIRIES : Ms MF Mokgomole Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 9000

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POST 43/177 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: VOCMA 59**
Branch: Vaal-Orange Catchment Management Agency
Div: Supply Chain Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant NQF level 6 qualification in Supply Chain Management or relevant field. Three (3) years relevant experience in a supervisory level. Practical experience on SAP system. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFA and all applicable SCM guidelines, policies, practices, and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation, Communication, Accountability and Ethical Conduct.

DUTIES : Coordinate, review, research, analyses and plan the procurement needs of the Cluster. Coordinate, review, collect information and implement the demand management plan for the Cluster. Manage and review specifications received from end users. Implement and maintain the update of all prospective and preferred supplier database. Coordinate, review, and execute the bidding process. Coordinate and review the compilation and invitation of quotations from Central Supplier Database as per the National Treasury. Serve as the secretariat for all Cluster Bids & Specification Committees. Supervise, monitor, analyse and determine actions to ensure proper contract administration. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and right price according to the contract. Supervise and monitor supplier performance according to the contract and Service Level agreement. Coordinate and review the process of requisition of goods and services. Verify correctness of invoice. Facilitate authorization of payment. Coordinate the safe keeping and distribution of goods. Supervise employees to ensure an effective Supply Chain Management service and undertake all administrative functions required regarding financial

and HR administration. Control and safeguard all Supply Chain documentation. Manage, optimises and maintain Agency's physical and/ or financial assets, often overseeing lifecycle planning, maintenance, and compliance. Effective maintenance of asset register. Supervise and undertake risk management assessments. Supervise and implement fraud and abuse prevention strategy for SCM. Supervise and undertake performance assessment of the value chain in SCM function. Participate in the development of risk and performance management policies processes and procedures. Manage moveable assets in your section. Conduct physical verification of assets, manage movement of assets, identify redundant, non-serviceable and obsolete assets in your section.

ENQUIRIES : Mr Y Valashiya Tel No: (051) 404 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/178 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: VOCMA 60**
Branch: Vaal-Orange Catchment Management Agency
Div: Management Support Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired driver's license. Certification in the following will serve as an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software, and network connectivity. Ensure that all IT policies, norms, and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.

ENQUIRIES : Ms MF Mokgomole Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/179 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: VOCMA 61 (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Compliance Monitoring and Enforcement

SALARY : R407 337 – R610 131 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : Applicants must be in possession of a National Diploma in Engineering or relevant qualification. A minimum of three (3) years post-qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired driver's licence. Practical experience in the field of compliance monitoring and enforcement will be an added advantage. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant legislation (National Water Act 1998, Water Services Act 1997 and related Environmental legislation). Technical design and analysis capabilities. Understanding of research and development principles. Experience in computer-aided engineering applications and GIS. Understanding of industrial, agricultural, municipal, and mining water-use processes with specific focus on water quantity. Strong problem-solving and decision-making skills. Ability to work effectively within a team environment. Creativity and innovation. Customer focus and responsiveness. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Willingness to travel extensively and work irregular hours.
DUTIES : Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements focussing on water quantity. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, and proactive investigations). Ensure administrative enforcement by issuing Notices / Directives. Monitor compliance on sites issued with notices / directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation / action plan review on non-compliant cases / sites and attend representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.
ENQUIRIES : Mr V Blair Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160
NOTE : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 43/180 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C (X7 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Compliance Monitoring and Enforcement

SALARY : R357 597 – R610 131 per annum, (OSD)
Kimberley Ref No: VOCMA 62 (X2 Posts)
Bloemfontein Ref No: VOCMA 63 (X3 Posts)
Pretoria Ref No: VOCMA 64 (X2 Posts)
REQUIREMENTS : A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. Practical experience in the field of compliance monitoring and enforcement will serve as an added advantage. The disclosure of a valid unexpired driver's license. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant legislation (National Water Act 1998, Water Services Act 1997, and related Environmental legislation e.g. NEMA, Waste Act). Knowledge of Industrial, agricultural, afforestation, municipal and mining

processes. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Knowledge of GIS. Willingness to travel extensively and work irregular hours.

DUTIES : Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, pollution incidents, etc). Ensure administrative enforcement by issuing Notices/ Directives/ Follow-ups on notices/ directives issued. Monitor compliance on sites issued with notices/ directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation / action plan review on non-compliant cases / sites and attend Representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.

ENQUIRIES : Mr V Blair, Cell No: (082) 807 3552 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/181 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C (X4 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Water Use Authorization and Planning

SALARY : R357 597 – R610 131 per annum, (OSD)

CENTRE : Kimberley Ref No: VOCMA 65 (X2 Posts)
Upington Ref No: VOCMA 66 (X2 Posts)

REQUIREMENTS : A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. The disclosure of a valid unexpired driver's license. Two (2) years appropriate / recognizable experience in an area after obtaining the relevant qualification will serve as an added advantage. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector including relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation, and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific inputs within the VOCMA as well as the Department Water and Sanitation using the specified templates. Access and evaluate Hydrological, Environmental and Technical information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control / mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.

ENQUIRIES : Dr. Mmachaka Tel No: (012) 392 1300 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/182 : **STATE ACCOUNTANT REF NO: VOCMA 67**
Branch: Vaal Orange Catchment Management Agency
Div: Management Accounting

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma (NQF level 6) in Financial Management / Management Accounting / Financial Accounting. One (1) year relevant experience. The disclosure of a valid unexpired driver's license. Knowledge and practical experience on SAP system. Computer literacy such as MS Excel, Word and PowerPoint. Sound understanding and knowledge of the budgeting process. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Problem solving and analysis. Knowledge of administrative clerical procedures and systems. Knowledge and understanding of financial prescripts such PFMA and Treasury Regulations.
DUTIES : In-Year monitoring, monthly reporting and providing support regarding the planning and budgeting process. Compiling and capturing of the budget. Fund shifting of budget allocations. Ensure effective implementation of the budget policy and provide advice on the budget process to budget controllers on correct GL allocations. Analyse expenditure trends and deviations and provide reports to management. Assist with re-allocation of funds and monitor movement of funds allocated within the budget. Confirm availability of funds regarding the requisition of goods and services. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports on budget expenditure. Provide information for the preparation of the annual financial statements. Gather and submit information requested by auditors within the required time Attend to audit-related inquiries.
ENQUIRIES : Mr. Y Valashiya Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160
NOTE : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 43/183 : **STATE ACCOUNTANT REF NO: VOCMA 68**
Branch: Vaal orange catchment management agency
Div: Financial Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma (NQF level 6) in Financial Management / Management Accounting / Financial Accounting. One (1) year relevant experience. The disclosure of a valid unexpired driver's license. Knowledge and practical experience on SAP system. Computer literacy such as MS Excel, Word and PowerPoint. Sound understanding and knowledge of the budgeting process. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Problem solving and analysis. Knowledge of administrative clerical procedures and systems. Knowledge and understanding of financial prescripts such PFMA and Treasury Regulations.
DUTIES : In-Year monitoring, monthly reporting and providing support regarding the planning and budgeting process. Compiling and capturing of the budget. Fund shifting of budget allocations. Ensure effective implementation of the budget policy and provide advice on the budget process to budget controllers on correct GL allocations. Analyse expenditure trends and deviations and provide reports to management. Assist with re-allocation of funds and monitor movement of funds allocated within the budget. Confirm availability of funds regarding the requisition of goods and services. Address audit queries and

implement corrective measures. Prepare monthly and quarterly reports on budget expenditure. Provide information for the preparation of the annual financial statements. Gather and submit information requested by auditors within the required time Attend to audit-related inquiries.

ENQUIRIES : Mr. Y Valashiya Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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

POST 43/184 : **STATE ACCOUNTANT REF NO: VOCMA 69**
Branch: Vaal-Orange Catchment Management Agency
Div: Asset Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma (NQF level 6) in Financial Management / Management Accounting / Financial Accounting. One (1) year relevant experience. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge of SAP system. The disclosure of a valid unexpired driver's license. Knowledge and practical experience on SAP system. Computer literacy such as MS Excel, Word, and PowerPoint. Sound understanding and knowledge of the asset management process. People and diversity management. Good communication skills. Accountability and ethical conduct. Problem solving and analysis. Knowledge of administrative clerical procedures and systems.

DUTIES : Validate accurate records of movements of inventory, goods and services procured Conduct physical verification of Asset Manage the movement of assets Manage lease contracts Identify redundant, non-serviceable and obsolete equipment for disposal Keep records of asset to be disposed Manage the inventory levels to ensure that the department has the necessary materials and supplies to meet operational needs Manage reconciliation of asset register Develop asset management plans, including acquisition, operational, maintenance and disposal plans Prepare monthly and quarterly reports on asset management. Provide information for the preparation of the annual financial statements. Gather and submit information requested by auditors within the required time Attend to audit-related inquiries.

ENQUIRIES : Mr. Y Valashiya Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/185 : **HUMAN RESOURCE PRACTITIONER (PMDS AND HRD) REF NO: VOCMA 70**
Branch: Vaal-Orange Catchment Management Agency
Div: human resource management

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma (NQF level 6) in Human Resource Management or relevant qualification as recognized by SAQA. One (1) years' functional experience in HRD and Performance Management environment. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Customer Service (Batho Pele Principles). Technical knowledge. Skills Development Act. Basic Conditions of Employment Act. Quality management and processes. Public policy and framework. PFMA and National Treasury Regulations. LRA, EE Act, SDA & BCEA. COIDA. DPSA Directives. Legislative

Requirement: Public Service Act. Public Service Regulations. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Project Management. Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.

DUTIES : Interpret and Implement PMDS policies and procedures. Implement midterm and final assessment for non-SMS members. Implement PMDS in the Department. Assist in analysing the alignment of individual performance agreement with the business plan in the department. Keep records of individual performance agreement. Provide support in the implementation of PMDS decision. Supply statistics on PMDS issues in the department. Compile monthly reports. Facilitate Departmental training needs assessment. Conduct Work Skills Plan workshop. Provide assistance in the development of training programs. Implement WSP according to delegations. Develop new training programmes. Analyse skills development gaps. Facilitate the allocation of Bursary. Implementation of induction programmes. Provide support on human resource administration enquiries. Render policy advisory service to the department based on the legislative mandates. Supervise staff and resources in the sub-directorate. Assist in the implementation of approved resolutions.

ENQUIRIES : Ms MF Mokgomole Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/186 : **HUMAN RESOURCE CLERK PRODUCTION REF NO: VOCMA 71**
Branch: Vaal-Orange Catchment Management Agency
Div: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior/Grade 12 Certificate or relevant qualification. Knowledge of Human Resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. knowledge of financial operating systems (PERSAL). Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding legislative framework governing the Public Service. Flexibility. Basic knowledge of problem-solving analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Computer Literacy. Planning and organizing. Good verbal and communication skills.

DUTIES : Facilitate recruitment and selection (advertisement, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's e.g.). Implement conditions of service (leave, housing, medical, pension, allowances, PILIR or etc). Performance management. Termination of service. Liaise with internal and external stakeholders in relation to recruitment and selection. Implement termination of services. Implement appointments on HR System (PERSAL). Keep filing records up to date. Keep filing system of HR personnel updated. Ensure that personal files of employees are issued to relevant managers on request. Ensure that files are received back as per HR policies. Compile reports of the movement of personnel files.

ENQUIRIES : Ms MF Mokgomole Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/187 : **FINANCE CLERK PRODUCTION (X2 POSTS)**
Branch: Vaal- Orange Catchment Management Agency
Div: Financial Accounting

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein Ref No: VOCMA 72
Pretoria Ref No: VOCMA 73

REQUIREMENTS : A Senior/Grade 12 certificate with accounting as a passed subject. A Diploma/Degree in finance, accounting, public finance, SCM will serve as an added advantage. One (1) to two (2) years' experience (internship experience) will serve as an added advantage. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts and Treasury Regulations. Knowledge of SAP and PERSAL will be an added advantage. Well-developed planning and organizing skills. Excellent problem-solving skills, good communication both written and verbal skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.

DUTIES : Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Check S & T claims. Attend payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. Ensure that all filing is complete. Attend to audit samples and ensure compliance.

ENQUIRIES : Mr. Y Valashiya Tel No: (051) 405 900 / Ms PM Matekane Tel No: (051) 405 2160

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POST 43/188 : **FINANCE CLERK PRODUCTION (REVENUE MANAGEMENT) (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Div: Revenue Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein Ref No: VOCMA 74
Kimberley Ref No: VOCMA 75

REQUIREMENTS : A Senior/Grade 12 certificate. Understanding of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Basic knowledge of financial functions. Ability to work under pressure. Computer Literacy. Good communication skills. Accountability, integrity, honesty, and ethical conduct. Some experience in finance would be an advantage. Valid driver's license. Willing to travel as and when required.

DUTIES : Execute financial and administrative activities on revenue-related functions. Perform reconciliation of customer accounts. Clearing of suspense accounts and allocating payments to correct accounts. Capture Journals and correct misallocation of payments on SAP. Perform account maintenance. Printing and distribution of customer invoices and statements. Follow up with debtors on outstanding balances. Resolve customer queries. Filing all relevant documentation and customer correspondence.

ENQUIRIES : Ms. K Jooste Tel No: (051) 405 9230 / Ms PM Matekane Tel No: (051) 405 2160
NOTE : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 43/189	:	**ADMINISTRATION CLERK PRODUCTION REF NO: VOCMA 76** Branch: Vaal-Orange Catchment Management Agency SD: Corporate Support Services Div: Auxiliary Support Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions and practices, as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility, and teamwork. Basic knowledge of problem solving and analysis. People and diversity management, client orientation, and customer focus. Computer literacy, planning and organising, and language skills. Good verbal and written communication skills. Accountability and ethical conduct.
DUTIES	:	The incumbent will be responsible for rendering administrative support services. Render general clerical support services, including recording, organising, storing, capturing, and retrieving correspondence and data, updating registers and statistics, and handling routine enquiries. Make photocopies, receive and send facsimiles, distribute documents and packages to various stakeholders as required, and keep and maintain the filing system and the incoming and outgoing document register of the component. Type letters and other correspondence when required. Provide supply chain management support services, including liaising with internal and external stakeholders on the procurement of goods and services, obtaining quotations, and completing procurement forms for the purchasing of standard office items. Exercise stock control of office stationery and keep and maintain the asset register of the component. Provide personnel administration clerical support services, including maintaining the leave register, personnel records, and attendance register of the component, and arranging travelling and accommodation. Provide financial administration support services, including capturing and updating expenditure, checking the correctness of subsistence and travel claims of officials, and submitting them to the manager for approval, and handling telephone accounts and petty cash for the component.
ENQUIRIES	:	Ms MF Mokgomole Tel No: (051) 405 9000 / Ms PM Matekane Tel No: (051) 405 9000
NOTE	:	The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

ANNEXURE V

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 K Maubane
CLOSING DATE	:	11 December 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 43/190	:	**ASSISTANT DIRECTOR: TRANSPORT & FLEET MANAGEMENT REF NO: ASDTFM/PRES/2026** Directorate: Supply Chain Management
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate plus an appropriate National Diploma/Diploma/Advanced Certificate on NQF level 6 in Supply Chain Management/Logistics/Transport Management. A minimum of 3-4 years' experience in Transport, SCM, and logistics environment. Competencies and knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Financial management. Accounts management.

		Fleet 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	:	Administering of Senior Transport Officer/ Transport Officers and Drivers. Administering of Bookings (Chauffeur, Car Rental, Driver bookings and Courier services. Management of traffic fines. Management of accidents. Administering of G Fleet/ Europcar/ TWF/ Transit solutions/ XPS and Tracker. General Management: Reconcile of payment, Car wash, Monthly logbooks, Drivers licenses, Staff bus, E Toll and Filing. Ensure the availability of Transport Services for The Presidency at all times. Perform logistics and any SCM administrative duties as directed by management.
ENQUIRIES	:	Mr Dankie Sindane Tel No: (012) 300 5947)
APPLICATIONS	:	NB: Email applications must on the subject line state ONLY the Reference number: ASDTFM/PRES/2026 (with no spaces). EE Target: African Males/Coloured Males/Whites/Coloured Males/White Males and persons with disabilities.
POST 43/191	:	**SENOR SUPPLY CHAIN OFFICER: TRANSIT AND WAREHOUSING Ref NO: SSCO/PRES/2026** Directorate: Supply Chain Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate plus an appropriate National Diploma/Diploma/Advanced Certificate in Supply Chain Management/Logistics Management/Procurement on NQF level 6. A minimum of 3-4 years' experience in the SCM and logistics environment. Competencies and knowledge: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Financial 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	:	Supervision of the subordinates. Monitor the utilisation of the integration, logistics, and tracking systems in the section. Manage the Transit function, i.e. follow up on all outstanding orders. Ensure that invoices for goods and services are certified in time, as well as ensure reconciliation of commitment reports and that orders are filed. Manage the warehouse; implement and monitor stocktake and inventory stock and other projects and programmes in place. Development of subordinate. Performance of any logistics and SCM administrative duties as directed by management.
ENQUIRIES	:	Dankie Sindane Tel No: (012) 300 5947
APPLICATIONS	:	NB: Email applications must on the subject line state ONLY the Reference number: SSCO/PRES/2026 (with no spaces). EE Target: African Males/Coloured Males/Whites Males/Indians Males and males with disabilities.

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

APPLICATIONS : Free State Provincial Department of Health utilises an e-Recruitment System (applicants must submit their applications via the online link https://www.erecruitment.fs.gov.za

CLOSING DATE : 11 December 2026

NOTE : all applicants must login/register to apply for positions. The applicant's profile on the eRecruitment 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. Applicants should upload their curriculum vitae (CV) on the e-Recruitment system. (Please ensure is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/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 will be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the e-recruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). Free State Provincial Department of Health is compliant with the requirements of POPIA. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

POST 43/192 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL - INTERNAL MEDICINE) REF NO: H/H/1/2026 (X1 POST)**

SALARY : Grade 1: R2 168 145 - R2 301 186 per annum, (all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in

terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Qualifications: MBCHB or equivalent medical degree allowing registration as a medical specialist with the HPCSA. MMed in Internal Medicine or Fellowship of the CMSA College of Physicians of South Africa – FCP (SA). Current valid independent registration card and certificate as a specialist physician with the HPCSA for 2026/2027. Valid driver's license. A valid work permit will be required from non-South Africans. A minimum of three (3) year's appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist Physician. Current registration (2026/2027). Knowledge And Skills: Proven clinical leadership and departmental operational management experience in a tertiary or regional hospital environment, project management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of Public Service legislation, regulations and policies including medical ethics, training of clinical staff, assessment and immediate care of all internal medicine patients. Good communication, interpersonal skills, computer literacy financial, statistical skills and human resource management skills knowledge of relevant Acts, policies, guidelines and ethical practices. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Clinical management of Internal Medicine department, supervision and training of clinical staff, teaching of clinical staff, assessment and immediate care of all Internal Medicine patients. Provide support to other clinical departments, ensure departmental administration is order. Participate in clinical governance; ensure that there is a clinical improvement plan to manage patients at Pelonomi Tertiary Hospital. Develop clinical protocols for the department. Provide leadership and promote an effective working environment; conduct or perform clinical audits; manage performance management and development systems for subordinates; and ensure continuous development. Establish a research program to facilitate the generation of new knowledge; contract with the Head of Clinical Services and subordinates; ensure continuous professional development. Establish research program to facilitate generation of new knowledge. Spearhead projects in accordance with the operational plan of the Clinical Services Management Unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in Internal Medicine department.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/193 : **HEAD OF CLINICAL UNIT GRADE1: ANESTHESIOLOGY REF NO: H/H/2/2026 (X1 POST)**

SALARY : Grade 1: R2 168 145 - R2 301 186 per annum, (all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Medical Specialist. A minimum of 3 years' appropriate experience as Medical Specialist after Registration with HPCSA as Medical Specialist in Anesthesiology. Current registration with the HPCSA. Valid driver's license. Be a South African or a permanent resident of South African. Current registration with the HPCSA for the period of 2026/2027 Knowledge and Skills: Provide evidence of leadership qualities and experience. Provide evidence of teaching, learning and examining (undergraduate and postgraduate level). Proof of the following research experience, e.g. publications, postgraduate supervision, National/Local Research Organisations, MMed (equivalent qualifications) or PhD. Evidence of good professional standing e.g. membership of professional organizations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA, National Associations / Committees, etc.

DUTIES : To manage anesthesia services and participate in provision of anesthesia services (clinical service, teaching, research). Responsibilities include pre and post-operative care and pain relief. Supervise the teaching and training of undergraduates and postgraduates at UAH/ UFS. Conduct research. Rendering commuted overtime is compulsory. Manage and supervise outreach, in-reach and support services in the Free State. Provide administration. Perform all reasonable duties as directed by CEO/ Dean: UFS.

Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these area.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/194 : **CHIEF CLINICAL PSYCHOLOGIST REF NO: H/C/30/2026**

SALARY : Grade 1: R1 868 979 - R1 983 672 per annum
Grade 2: R2 041 428 - R2 199 198 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Free State Psychiatric Complex Hospital

REQUIREMENTS : An appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist (Independent Practice). Current registration with the HPCSA for the 2026/2027 year. Doctoral degree (PhD or an equivalent degree) in Clinical Psychology. A minimum of 20 years working experience and registered as a Clinical Psychologist. A minimum of 10 research publications in peer- reviewed academic journal or chapters in books. Previous minimum experience of 4 years in a Principal Psychologist post. Knowledge and Skills: Knowledge of diagnostic and therapeutic procedures and manuals. Experience in the management of psychological services in a tertiary Psychiatric Hospital. Extensive experience in teaching and training in a tertiary academic institution. Knowledge and experience in related health care management systems.

DUTIES : Providing strategic leadership in the Department of Psychiatry by participating in strategic and operational management of Mental Health Clinical service in Free State Psychiatric Complex and the Free State province including development and outreach programmes and creation of social compact for better health outcomes. Strengthen information and knowledge management system to optimise performance and research capacity. Ensure compassionate, quality delivery of services by Clinical Psychology to mental health care users at FSPC and within the Free State province. Establishing and maintain an effective teaching and learning environment that promotes research supervision, engaged scholarship, leadership and administration of both undergraduates and postgraduate programs in the Department of Psychiatry and Faculty of Health Sciences at University of the Free State (UFS). Ensure effective training and education for Health Profession students to maintain the FSPC as an HPCSA - accredited Tertiary Academic Training Facility for Clinical Psychology. Build a strategic and dedicated workforce focused on and responsive to service demands. Ensure effective human resource management and staff development. Oversee efficient and effective use of financial and material resources. Support the effective management and delivery of the outreach program within the Free State province.

ENQUIRIES : Mr. M Fikizolo Tel No: (051) 407 9482

POST 43/195 : **CLINICAL MANAGER: MEDICAL REF NO: H/C/29/2026**

SALARY : Grade 1: R1 479 723 – R1 640 055 per annum
Grade 2: R1 688 553 - R1 844 151 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Katleho District 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. Current registration (2026/2027). Must be prepared to work under pressure and after hours as per commuted overtime policy. Knowledge And Skills: Knowledge of relevant legislation such as: National Health Act, Mental Health Act, Public 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 license.

DUTIES : Management of clinical services in the entire hospital in accordance with the department 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 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 utilise all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PDMS) and perform quarterly reviews of subordinates. Train, develop and supervise the undergraduate junior doctors.

ENQUIRIES : Me. NPL Sithebe Tel No: (051) 212 9454

POST 43/196 : **MEDICAL SPECIALIST GRADE 1-3 (UROLOGY) REF NO: H/M/37/2026**

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
(all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Current valid registration with HPCSA as a Medical Specialist in Urology. Current registration with the HPCSA for the period of 2026/2027. **Grade 1**: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. A valid driver's license. Be a South African citizen or be a permanent resident. **Grade 2**: Minimum of 5 years appropriate experience as Medical Specialist after registration with the Health Professional Council of South Africa (HPCSA). (or a recognized foreign Health professional council in respect of foreign qualified employees), as Medical Specialist in a normal Specialty. **Grade 3**: Minimum of 10 years appropriate experience as medical specialist with the health professional council of South Africa (HPCSA) in respect of South African qualified employees. or a foreign health professional council in respect of foreign qualified employees) as Medical Specialist in a normal Specialty. Knowledge And Skills: Attributes and Abilities: Sound clinical knowledge and understanding of concepts within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnosis and management expertise of patients within the field of specialty. Good verbal, written communication skills and excellent time management. Knowledge of Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Resuscitation certificates in any of the following ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. Honesty, integrity, high work ethics and good interpersonal skills with colleagues, supervisors, patients and multidisciplinary teams

DUTIES : Provide support to the Head Clinical Unit Urology in the management of the department including human and financial resources. Interpret and report Urology procedures and studies. Active participation in continuing medical education programs. Participate in quality improvement program and in clinical audit activities within the Urology department. Maintain high clinical, professional, and ethical standards related to Urology. Actively participate in academic programs for under and post-graduate teaching in the Urology

training program. Perform and supervise operational research, outreach and in-reach programs for Urology department and support service to other levels of care in the regional and district hospitals. Rendering clinical services. To fulfill the administrative, academic and research supervisory requirements of Urology Interns, Community Service Medical Officers and Medical Officers and registrars in the hospital.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/197 : **MEDICAL SPECIALIST GRADE 1-3 (NEUROSURGERY) REF NO: H/M/38/2026**

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
(all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : National Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Neuro-surgery. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neuro-surgery. **Grade1:** No experience required. **Grade 2**: A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Neuro-surgery. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCHS) as a Medical Specialist in Neuro-surgery. Current annual registration with HPCSA (2026/2027) Knowledge and Skills: Attributes and Abilities: Sound clinical knowledge and understanding of concepts within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnosis and management expertise of patients within the field of specialty. Good verbal, written communication skills and excellent time management. Knowledge of Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Resuscitation certificates in any of the following ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. Honesty, integrity, high work ethics and good interpersonal skills with colleagues, supervisors, patients and multidisciplinary teams.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critical ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentations: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal document, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage area (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/198 : **MEDICAL SPECIALIST GRADE1-3: GENERAL SURGERY DEPARTMENT REF NO: H/M/39/2026 (X2 POSTS)**

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
(all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : National Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. **Grade1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in General Sugary. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCHS) as a Medical Specialist in General Surgery. Current annual registration with HPCSA (2026/2027) Knowledge and Skills: Attributes and Abilities: Sound clinical knowledge and understanding of concepts within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnosis and management expertise of patients within the field of specialty. Good verbal, written communication skills and excellent time management. Knowledge of Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Resuscitation certificates in any of the following ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. Honesty, integrity, high work ethics and good interpersonal skills with colleagues, supervisors, patients and multidisciplinary teams.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critical ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentations: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal document, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage area (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936

POST 43/199 : **MEDICAL SPECIALIST GRADE 1-3 (RADIOLOGY) REF NO: H/M/40/2026 (X2 POSTS)**

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
(all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : National Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 3**: A minimum of ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCHS) as a Medical Specialist in Radiology. Current annual registration with HPCSA (2026/2027) Knowledge and Skills: Attributes and Abilities: Sound clinical knowledge and understanding of concepts within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnosis and management expertise of patients within the field of specialty. Good verbal, written communication skills and excellent time management. Knowledge of Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Resuscitation certificates in any of the following ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. Honesty, integrity, high work ethics and good interpersonal skills with colleagues, supervisors, patients and multidisciplinary teams.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critical ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentations: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal document, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage area (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/200 : **MEDICAL SPECIALIST GRADE 1-3 (EMERGENCY MEDICINE) REF NO: H/M/41/2026**

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 - R2 301 186 per annum
(all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : National Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine. **Grade1**: No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine**. Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCHS) as a Medical Specialist in Emergency Medicine. Current annual registration with

HPCSA (2026/2027) Knowledge and Skills: Attributes and Abilities including Sound clinical knowledge and understanding of concepts within the specific domain. Ability to work in multidisciplinary team, to operate on the frontline of acute care, delivering immediate assessment, resuscitation, stabilization, and disposition for patients across all age groups and clinical presentations. Teaching and supervisory skills including the verbal, written communication, conflict management and excellent time management skills. Knowledge of Public Service Legislation, Policies and Procedures. Innovation, drive and stress tolerance. Resuscitation certificates in any of the following ACLS, ATLS, APLS. Medical expertise, Clinical competence, understanding of Medical regulations and research analysis. Empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. Honesty, integrity, high work ethics and good interpersonal skills with colleagues, supervisors, patients and multidisciplinary teams.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critical ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentations: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal document, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage area (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/201 : **MEDICAL SPECIALIST GRADE 1 (OBSTRETRICS AND GYNAECOLOGY) REF NO: H/M/42/2026**

SALARY : Grade: 1: R1 395 528 - R1 479 723 per annum
Grade 2: R1 592 274 - R1 688 553 per annum
Grade:3: R1 844 151 - R2 233 674 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology**. Grade 1**: No experience required. **Grade 2**: A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCHS) as a Medical Specialist in Obstetrics and Gynaecology. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and

compassion, problem-solving, leadership and teamwork, adaptability and attention to detail. Honestly, integrity, high work ethics and good interpersonal skills with colleagues, supervisors, patients and multidisciplinary teams.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critical ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentations: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal document, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basic to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage area (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936

POST 43/202 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES REF NO: H/D/21/2026 (X1 POST)**

SALARY : R1 087 263 – R1 204 848.per annum, all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : National Senior Certificate plus an appropriate Bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Occupational Therapy, Physiotherapy and Dietitian/ Nutrition, social work which allows registration with the HPCSA. A minimum of 3 years of appropriate supervisory, management, or leadership experience within a healthcare or clinical allied health environment after registration with the HPCSA. Current HPCSA annual registration card and HPCSA independent practice certificate. Applicants must be in a possession of a valid South African Driver's license. Skills And Knowledge: Analytical assessment and evaluation skills. Computer literacy and report writing skills (excel, word and PowerPoint). Knowledge of PFMA and budgeting. Strategic capability and leadership. Change management skills, program and project management skills, client orientation and customer focus skills, financial and human resources management skills. Good communication skills (verbal and written in including presentation skills). Skilled in policy development, knowledge of management skills and problem-solving skills. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Proven experience in coordinating therapeutic, clinical support, or multidisciplinary health services at a hospital or institutional level.

DUTIES : Provide strategic leadership to clinical support and therapeutic services in line with annual performance plan and strategic plans of the hospital, province and National Department of Health. Develop an operational plan. Facilitate implementation of relevant professional's policy guidelines, protocols and SOP's in line with the national and provincial health system. Strengthen clinical governance and clinical care. Co-ordinate and direct clinical support and therapeutic services activities by means of agreed budgets, efficient control of production processes, utilization and relation to provide efficient clinical support and therapeutic services patient care. Manage and equip the clinical support and therapeutic services health workforce across all sections to improve quality, reduce risk, create continuous improvement cultures, and move efficiently develop innovative roles and service.

ENQUIRIES : Dr. MJ Maseloa Tel No: (051) 405 1936

POST 43/203	:	**DEPUTY MANAGER NURSING: PRIMARY HEALTH CARE (PNA8) REF NO: H/D/22/2026**
SALARY	:	R1 069 215 per annum, (all-inclusive salary package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (optional) employees must meet the prescribed requirements)
CENTRE	:	Lejweleputswa District
REQUIREMENTS	:	Basic R25 qualifications i.e Diploma/Degree in Nursing OR a 4 year Bachelor's Degree in Nursing (R174) or equivalent qualifications that allows registration with SANC as a Registered Nurse or Professional Nurse and Midwife. Current registration with South African Nursing Council as a professional nurse (2026/2027). A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Computer literacy. Extensive experience in Primary Health Care (PHC). Qualification in Primary Health Care will be an added advantage. Skills And Knowledge: 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. Strong leadership skills. Financial management skills.
DUTIES	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop, establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter professional, inter sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Effective management and utilization of information. Monitor and ensure proper utilization of financial, human resources and physical resources.
ENQUIRIES	:	Mr. TS Shale Tel No: (057) 352 2706
POST 43/204	:	**MEDICAL OFFICER GRADE 1-3 REF NO: H/M/43/2026**
SALARY	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
CENTRE	:	Nketoana District Hospital
REQUIREMENTS	:	Matric, MBCHB or equivalent Degree or Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Valid registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner. Current registration with the HPCSA for the period of 2026/2027. Experience; **Grad**e **1**: None after registration as a Medical Practitioner with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. **Grade 2**: A minimum of 5 year's appropriate experience as Medical Practitioner after registration with HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 year's appropriate experience as Medical Practitioner after registration with HPCSA. Valid driver's license. Knowledge And Skills: Knowledge and skills: Post-internship experience in Obstetrics and Peadiatrics including Neonatal care, responsible management of resources. Team player willing to support other clinical disciplines when they are short staffed. Supervising and training of Medical Intern's students. Academic presentations in the relevant disciplines. Group 3 overtime calls covering Anesthesia and an option of non-surgical calls or surgical calls. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.
DUTIES	:	Daily clinical management of patients at secondary level as part of a team in a clinical discipline, Gaining skills in the relevant disciplines under the guidance of the specialists. Supervising and training of medical intern's students. Academic presentations in the relevant disciplines. Group 3 overtime calls

		covering anesthesia an option of non-surgical calls or surgical calls. Completion of all relevant documents relating to patient care including clinical records, J88's, RAF, COID, etc.
ENQUIRIES	:	Mr. T Moloi Tel No: (058) 303 5123
POST 43/205	:	**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D/23/2026**
SALARY	:	R932 292 - R1 096 195 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements
CENTRE	:	Fezile Dabi District
REQUIREMENTS	:	Senior Certificate (Grade 12). A relevant tertiary qualification in Bcom (Accounting), BTech in Finance or equivalent at NQF level 7 as recognized by SAQA. 5 years relevant experience in Financial Accounting and 3 years on ASD level. Drives licence will be added as an advantage. Knowledge: Treasury regulations, Public service act (PSA), Public finance management act and Labor relations act. Skills: Presentation, Planning and organizing, Time management. Communication, Conflict management, Facilitation, Computer literate, Financial management, Planning and organizing
DUTIES	:	Manage the financial revenue, expenditure management and accounting sub directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain 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. Undertake revenue, expenditure management and accounting work as required. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of 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.
ENQUIRIES	:	Mr RD Makgokolo Tel No: (016) 97 70 9433
POST 43/206	:	**LOCAL AREA MANAGER: PNB4: REF NO: H/A/45/2026**
SALARY	:	R758 568 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Lejweleputswa District: Nala Local Area
REQUIREMENTS	:	Matric, plus Basic R425 qualifications i.e. Diploma/ Degree in Nursing OR 4 year Bachelor's Degree in Nursing (R174) or equivalent that allows registration with the SANC as a Registered Nurse or Professional Nurse and Midwife plus post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC. At least 6 years of the period referred to above must be appropriate/recognisable experience in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) after obtaining the one year post basic qualification in the relevant Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) specialty. At least 3 years of the period referred to must be appropriate/ recognizable experience at Management level. Advanced Diploma in Health Care Management will be an added advantage. Current registration with the SANC 2026/2027. Knowledge And Skills: The ability to function independently as well as in a multidisciplinary team (Including the NPO sector). Good interpersonal, leadership and communication skills. Computer literacy. Extensive knowledge with statistical data, financial management and contract Management. Valid (Code B/EB) driver's license and willingness to travel. Computer literacy.
DUTIES	:	Responsible for the Corporate and Clinical governs of the health facility (services and programs). Responsible for implementing services delivery

priorities iro clinical protocols, guidelines and SOP that address the Burden of Disease. Responsible for Quality Assurance; IDEAL Clinic implementation and infrastructure maintenance planning. Management of human and physical resources and control of financial expenditure. -Involvement in training programmes in conjunction with Human Resource development and Training component. Liaise with relevant role players ensuring an integrated service within the district. Provide or assist with services within KESS facilities and across the Sub-District in accordance with operational requirements and service delivery needs.

ENQUIRIES : Mr. TS Shale Tel No: (057) 352 2706

POST 43/207 : **ASSISTANT MANAGER NURSING: (PNA4): HEALTH PROMOTION REF NO: H/A/46/2026**

SALARY : R720 819 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Corporate Office: Bloemfontein

REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing), 4 year's Bachelor degree or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Post graduation in health care management/Nursing Administration. Current registration with South African Nursing Council (SANC) as a Registered Nursing. Post graduate qualification in Public Health will be an added advantage. Knowledge And Skills: Sound knowledge of Health Promotion principles and approaches; Primary Health Care; health education; social and behaviour change communication; community mobilisation and participation; health programmes and referral systems; policy and programme development; stakeholder and intersectoral collaboration; programme planning, monitoring and evaluation; and relevant health legislation, policies, strategies and guidelines. Skills: Planning and organising; effective communication; coordination; facilitation and presentation; health education; community mobilisation; stakeholder engagement; social and behaviour change communication; teamwork; computer literacy; time management; problem-solving; data analysis; operational management; monitoring and evaluation; report writing; financial management; and driving skills.

DUTIES : Strategic Planning, Policy and Programme Coordination: Develop departmental Health Promotion strategy aligned to departmental priorities. Oversee and coordinate Provincial and district Health Promotion activities across relevant clinical and public health programs. Incorporate Health Promotion priorities into relevant programme and service-delivery plans. Monitor Implementation of approved strategies, policies, guidelines and plans. Develop a risk action plan, implementation plan of underperformance identified, Required programme reports submitted within prescribed reporting periods. Health Education, Communication and Social & Behaviour Change: Implement Evidence-based health education and behaviour-change interventions. Develop and adapt Priority health messages according to identified health needs and programme priorities. Develop and ensure availability of Information, Education and Communication materials for campaigns and community interventions. Communication interventions address identified barriers to healthy behaviour and utilisation of health services. Facilitate and monitor Effectiveness and reach of health communication interventions. Community Mobilisation, Advocacy and Stakeholder Management: Plan and implement Community mobilisation activities in support of priority health programmes. Establish and maintain Partnerships with relevant government departments, municipalities, NGOs, community structures and other stakeholders. Facilitate Stakeholder participation during health campaigns and community interventions. Community health needs and concerns incorporated into Health Promotion planning where appropriate. Implement Advocacy initiatives to support healthy lifestyle, early health-seeking and utilisation of preventive services. Develop/establish and maintain constructive working relationships with relevant stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork): Collaborate with members of the health and social care teams and participate in decision-making pertaining to health care delivery.

Consult within 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 multi-disciplinary quality assurance task teams. Monitor and ensure proper utilization of financial and physical resources: Participate in the development of the business plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with the strategic plan. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensure that spending is maximized in line with strategic objectives. Monitoring, Evaluation, Reporting and Quality Improvement. Monitor Health Promotion activities against approved plans and agreed indicators. Provincial and district performance information collected, reviewed and consolidated. Compile and submit routine performance reports according to reporting requirements. Identify Performance trends, programme gaps and areas of underperformance and develop quality improvement plans to support programs. Review Health-promotion interventions to determine whether intended outputs are being achieved. Use Programme performance information to inform future planning and resource prioritisation.

ENQUIRIES : Me. L Mangoejane Tel No: (051) 408 1000

POST 43/208 : **OPERATIONAL MANAGER NURSING: OCCUPATIONAL CLINIC: (PNB3) REF NO: H/O/15/2026**

SALARY : R720 819 - R821 454 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Matric plus Diploma/Degree in Nursing or equivalent to R425 qualification or - A 4 years Bachelor degree in Nursing R 174 or equivalent qualification that allows registration with the SANC as a Registered Nurse or Professional Nurse and Occupational Health in Nursing Science. A minimum of 9 years appropriate/ recognisable experience in nursing after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognisable speciality after obtaining the 1 year post basic qualification in Occupational Health in Nursing Science. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Overall supervision of staff and control quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the department. Ensure efficient implementation and evaluation of quality Primary Health Care Package by provision of quality comprehensive community health care: Provision of advanced/more complex primary curative health care. Provision of advanced/more complex health care services. Provision of advanced/more complex rehabilitation services. Provision of administrative services: Plan and organize clinics. Complete statistics. Ensure the ordering and control of stationary, medical class 11 stock, consumables. Ensure safekeeping. Ensure the ordering and control of medication as necessary. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees. Financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of students. Teaching patients on a one-to-one basis. Personnel development, i.e assessing in-service training needs, planning and implementing of training programme. Continuous self study, professional development, ensuring awareness of new professional developments. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Provide of clinical services: Ensure evaluation and follow-up of patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care. Administrate and control medication. Individual consultation sessions. Identify community needs. Initiate minor ailment treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors' visits. Arrange admission and outpatient appointments. Accountable for overall and effective

management of Quality Nursing Services. Responsible for the implementation of the disciplinary measures.

ENQUIRIES : Mr. SL Moshoke Tel No: (051) 405 1940

POST 43/209 : **OPERATIONAL MANAGER NURSING: (PNB3) ORTHOPAEDIC WARD REF NO: H/O/16/2026**

SALARY : R720 819 - R821 454 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Matric plus Basic R425 qualification (i.e. diploma/degree in nursing) or - A 4 year Bachelor Degree in Nursing or equivalent qualification that allows registration with the SANC as a Registered Nurse or Professional Nurse and Orthopaedic. A post-basic in Orthopaedic 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. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Registered Nurse. 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 And Skills: Good communication skills and interpersonal relations. Ability to work under pressure. Computer literacy. Nursing administration. Knowledge of people management, financial management and conflict management.

DUTIES : Demonstrate an in depth understanding of nursing legislation and legal and ethical nursing practices 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 and basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex reports writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing carte by the nursing team. work effectively and amicably, at a supervisory level, with persons of diverse intellectual, culture, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services 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 contracts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as support tool to enhance service delivery.

ENQUIRIES : Mr. SL Moshoke Tel No: (051) 405 1940

POST 43/210 : **OPERATIONAL MANAGER SPECIALTY GRADE 1 (TRAUMA UNIT) (PNB3): REF NO: H/O/17/2026**

SALARY : Grade 1: R720 819 – R821 454 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council. Advanced Nursing qualification in Trauma or Orthopedic. Registration with SANC as a Professional Nurse plus a post basic nursing qualification accredited with SANC. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal Clinic realization program. Strong management and leadership skills. Computer literacy.

DUTIES : Overall supervision of staff and control quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the department. Ensure efficient implementation and evaluation of quality Primary Health Care Package. Accountable for overall and effective management of

		Quality Nursing Services. Responsible for the implementation of the disciplinary measures.
ENQUIRIES	:	Mr. SL Moshoke Tel No: (051) 405 1940
POST 43/211	:	**CHIEF RADIOGRAPHER GRADE 1-2: REF NO: H/C/31/2026**
SALARY	:	Grade 1: R598 260 – R664 410 per annum Grade 2: R683 808 – R756 444 per annum plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Bongani Regional Hospital
REQUIREMENTS	:	Grade 12 (Matric) / Senior certificate. National Diploma / Degree in Diagnostic Radiography. Registration with the HPCSA as a Diagnostic Radiographer (Independent Practice). Current registration as a Diagnostic Radiographer (2026/2027). Experience: A minimum of three years relevant experience in Diagnostic Radiography after registration with the Health Professions Council of South Africa (HPCSA). Knowledge And Skills Knowledge of Radiography protocols. Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal and Supervisory skills and knowledge of the Staff Performance Management System. Good organizational, decision-making and conflict resolution skills, understanding of quality assurance and strong commitment to high service standards. Ability to work under pressure. Communication skills. Interpersonal skills.
DUTIES	:	Manage and or supervise the Radiographic service in the facility. Supervise and perform general radiography, fluoroscopy, mobile radiography and theatre. Must be able to work with patients with acute medical conditions. Rotate through Trauma/ CT/ Fluoroscopy/ Theatre / Mobiles/ General X-rays. Participate in 24-hour service of the department. Provide radiation protection, quality assurance and equipment safety; advanced CT scan support. Perform advanced CT imaging as require by the department. Training – Be responsible for staff and student teaching and training. People management – Manage radiography and support personnel, this includes doing their performance appraisals. Engage with vendors with regards to the maintenance of equipment of all modalities. Provide statistics and report on daily activities and equipment status.
ENQUIRIES	:	Mr. T Tsoho Tel No: (057) 916 8285
POST 43/212	:	**CHIEF OCCUPATIONAL THERAPIST GRADE 1-2: REF NO: H/C/32/2026**
SALARY	:	Grade 1: R598 260 – R664 410 per annum Grade 2: R683 808 – R756 444 per annum plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Bongani Regional Hospital
REQUIREMENTS	:	National senior certificate / Grade 12, a Diploma/Degree in Occupational Therapy. Independent registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist, current registration with the Health Professions Council of South Africa (HPCSA) for 2026/2027. Experience: A minimum of three years' experience after registration with Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Inherent requirement of the job: Willingness to work overtime when required. Willingness to travel. A valid (Code B/EB) drivers license and ability to drive. Knowledge And Skills: Knowledge of international, National and Provincial policies, legislation and guidelines related to disability, rehabilitation, eye care, palliative care and ageing services. Ability to work under pressure. Communication skills. Interpersonal skills. Project or programme planning, coordination and implementation within health systems. Understanding of clinical governance, quality assurance, monitoring and evaluation and risk mitigation in health and rehabilitation services. Strong analytical skills and ability to interpret data for service planning and quality improvement. Computer literacy, written and verbal communication skills. Stakeholder engagement, collaboration and system-level problem-solving. Understanding of rehabilitation and healthcare ecosystems within the broader provincial health system.
DUTIES	:	Provide technical, programme and implementation support for disability, rehabilitation, eye care, palliative care and care of the elderly programmes. Lead and support the development, review and implementation of guidelines,

standard operating procedures and service delivery models. Provide technical input into national and provincial tenders for assistive technologies, rehabilitation and eye care equipment and therapeutic materials. Lead and support the development, implementation, monitoring and evaluation of service delivery projects and initiatives to inform planning and quality improvement. Support Intersectoral collaboration with government departments, higher education institutions and other departments or other stakeholders.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 43/213 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: H/C/33/2026 (X2 POSTS)**

SALARY : Grade 1 R598 260 – R664 410 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Pelonomi Tertiary Hospital

REQUIREMENTS : National Senior certificate/Grade 12 or equivalent. Diploma/Degree that allows registration with the Health Professions Council of South Africa (HPCSA)as a Diagnostic Radiographer as recognized by SAQA. Current registration with HPCSA. Experience: A minimum of 3 years' appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer (Independent Practice) in respect of employees who performed Community Service as required in South Africa Knowledge and Skills: Sound knowledge of the philosophy underpinning practice in radiography. Knowledge of code of conduct arising from professional and statutory sources. Knowledge of pathological processes and their imaging appearance. Knowledge of Diagnostic Radiography procedures. Knowledge of radiographic equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations, safety measures and policies. Knowledge of Occupational Health and Safety and other relevant acts, policies and regulations. Knowledge of quality assurance procedures and methods as per radiation control directorate. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of public service policies, acts and regulations.

DUTIES : Support the Radiography Manager in order to meet the objective of the department and a provision of a 24-hour radiography service. Perform general Radiography, CT scan, Fluoroscopy, portable/mobile x-rays, theatre and MRI examinations, mammography (where qualifications are as per SAHPRA and HPCSA requirements). Participate in continuous professional development. Manage the sub-component by supervising Radiography junior staff, students and administrators performing relevant administrative functions related to clinical functions as delegated. Ensure efficient and effective control and use of all equipment, implementation and monitoring of policies and procedures to ensure the effective and efficient functioning of the department. Participate in the quality assurance programs as required by the Radiation Control Directorate and Department of Health.

ENQUIRIES : Me. EN Raphela Tel No: (051) 405 1726

POST 43/214 : **OPERATIONAL MANAGER: NURSING (PNA5): REF NO: H/O/14/2026 (X3 POSTS)**

SALARY : R571 161 – R654 285 per annum

CENTRE : Katleho District Hospital

REQUIREMENTS : Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing council (SANC) as a Registered Nurse. Or - A 4 years Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as a Registered Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a professional Nurse with the SANC in General Nursing. Knowledge And Skills: 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 license. Computer literacy.

DUTIES	:	Provision of optimal, holistic specialized nursing care with care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource. financial policies, 119 nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
ENQUIRIES	:	Me. NPL Sithebe Tel No: (051) 212 9454
POST 43/215	:	**OPERATIONAL MANAGER NURSING: GENERAL: SURGERY WARD (PNA5): REF NO: H/O/17/2026**
SALARY	:	R571 161 - R654 285 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Pelonomi Tertiary Hospital
REQUIREMENTS	:	Matric, Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse. OR - A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as a Professional Nurse or General Nurse. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Current registration with SANC. Knowledge And Skills: Knowledge of nursing care standards, processes and procedures and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Nursing Strategy, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance procedure, etc. Skills Development Act.
DUTIES	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Supervise and evaluate the treatment of common and minor conditions. Plan, develop and administer policies and procedures within the prescribed nursing standards and regulations. Comply with statutory requirements and departmental policies, procedures and administrative duties. Perform risk assessment to identify and prevent health care problems, immediate treatment of employees and take remedial steps to ensure safety of employees. Ensure that the unit complies with OHSC standards to ensure optimum functioning of the unit.
ENQUIRIES	:	Mr. SL Moshoke Tel No: (051) 405 1940
POST 43/216	:	**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: H/A/46/2026**
SALARY	:	R487 197 - R584 370 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Parys District Hospital
REQUIREMENTS	:	An appropriate National Diploma NQF Level 6 in Public Management / Public Administration / Business Management / Administration or related field. A minimum of 3-5 years' experience in Administration / Support Services of which 2 years must be supervisory experience. Valid driver's license Knowledge: Knowledge of Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Labour Relations Act and other relevant prescripts. Knowledge of Hospital Administration, Human Resource Management, Financial Management and Supply Chain Management procedures. Knowledge of PERSAL, LOGIS, BAS systems. Skills: Good communication, leadership, strategic planning and organizational skills. Computer literacy (MS Word, Excel, PowerPoint). Ability to work under pressure and meet deadlines. Knowledge of Batho Pele Principles.
DUTIES	:	Manage and coordinate all administrative and support services in the institution including HR, Finance, Supply Chain, Patient Administration, Transport, Security, Cleaning, Catering, Laundry and Maintenance. Ensure effective Human Resource Management including recruitment, PMDS, Labour Relations, leave management and staff development. Ensure effective

Financial Management in line with PFMA, Treasury Regulations and Division of Revenue Act including budget control and expenditure monitoring. Ensure effective Supply Chain Management including procurement, asset management, contract management and provisioning. Ensure effective management of Patient Administration, Records and Information Management. Ensure compliance with policies, prescripts, and audit requirements and implement risk management strategies. Provide strategic and operational support to the Hospital Management and act as a link between the hospital and District Office. Supervise staff, manage performance and ensure service delivery improvement.

ENQUIRIES : Mrs K Makgalemele Tel No: (056) 816 2115

POST 43/217 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: H/A/47/2026**

SALARY : R487 197 - R584 370 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezi Ngubentombi District Hospital

REQUIREMENTS : National Diploma NQF Level 6 in Public Management / Public Administration / Business Management / Administration or related field. A minimum of 3-5 years' experience in Administration / Support Services of which 2 years must be supervisory experience. Valid driver's license Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Labour Relations Act and other relevant prescripts. Knowledge of Hospital Administration, Human Resource Management, Financial Management and Supply Chain Management procedures. Knowledge of PERSAL, LOGIS, BAS systems. Skills: Good communication, leadership, strategic planning and organizational skills. Computer literacy (MS Word, Excel, PowerPoint). Ability to work under pressure and meet deadlines. Knowledge of Batho Pele Principles.

DUTIES : Manage and coordinate all administrative and support services in the institution including HR, Finance, Supply Chain, Patient Administration, Transport, Security, Cleaning, Catering, Laundry and Maintenance. Ensure effective Human Resource Management including recruitment, PMDS, Labour Relations, leave management and staff development. Ensure effective Financial Management in line with PFMA, Treasury Regulations and Division of Revenue Act including budget control and expenditure monitoring. Ensure effective Supply Chain Management including procurement, asset management, contract management and provisioning. Ensure effective management of Patient Administration, Records and Information Management. Ensure compliance with policies, prescripts, and audit requirements and implement risk management strategies. Provide strategic and operational support to the Hospital Management and act as a link between the hospital and District Office. Supervise staff, manage performance and ensure service delivery improvement.

ENQUIRIES : Mr C Foforane Tel No: (016) 97 70 9433

POST 43/218 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: H/A/48/2026**

SALARY : R487 197 - R584 370 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Senorita Ntlabathi District Hospital

REQUIREMENTS : Matric plus an undergraduate qualification in Public Administration / Human Resource Management or relevant qualification at NQF Level 6 as recognized by SAQA. Minimum of 3-5 years' experience of which 2 years should be on supervisory level. Knowledge And Skills: Departmental legislation and prescripts. Knowledge of employment equity act. Basic conditions of employment. Public finance management act (PFMA). Public service regulations (PSR). Public service act (PSA). Basic Personnel Administration. Skills: Presentation, Planning and organizing, Time management, Communication, Conflict management, Facilitation, Computer literate, Financial management, Problem solving skills, Drivers license and report writing skills.

DUTIES : Ensure effective and effective Human Resource Management: Personnel budget, monitor the compensation of employees budget- overtime. Manage and co-ordinate human resources administration matters within the hospital. Management of foreigners contracts. Management of personnel template. Performance management. Ensure the successful implementation of the

department. Management of the payroll. Auditing of leave/absenteeism. Conduct HR audit. Monitor implementation of Audit action plan. Personnel development. Management of discipline and absenteeism. Signing of comprehensive job descriptions. Planning, monitoring and evaluation of Administration and support components in order to ensure prudent management of resources.(Mortuary, Porters, Switchboard, Housekeeping services, Auxiliary services, Laundry services, Maintenance Services, Convening of weekly administrators strategic, Planning of services to be delivered/provision of services, Monitoring of compliance in lieu of the following: H24-repair of the water leakages; the availability of the heating system; the cooling systems; monitoring of plant, cold rooms, availability of linen, availability of security at critical points etc. Ensure sound employment relations in the hospital: Chairperson of the disciplinary committee for the directorate. Submission of monthly reports on labour matters to corporate office according to protocol. Management of strike and reporting to Employee relations. Provision of guidance on the use of disciplinary procedures. Recording of the disciplinary records for the employee and reporting to management on progressive rehabilitation process. Ensure trained and efficient staff members in the hospital. Plan the training needs of the hospital. Consolidate the training needs of the institutions. Develop institutional training database for all staff members. Evaluate/adjudicate the skills development plans of the staff members. Recommend the skills needs to the district skills development officer for the staff. Monitor the utilization of the skills budget and report to the management on a monthly basis. Overseeing interaction of information technology and maintenance of the system. Ensure that users problems are resolved. Ensure the coordination for the installation of new hardware's. Ensure that the operation of computer equipment's are tested and monitored.

ENQUIRIES : Mr. BD Kheswa Tel No: (051) 923 2009

POST 43/219 : **OCCUPATIONAL THERAPIST REF NO: H/O/19/2026**

SALARY : Grade 1: R413 121 - R472 359 per annum
Grade 2: R482 499 - R550 389 per annum
Grade 3: R564 822 - R683 808 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Senorita Ntlabathi District Hospital

REQUIREMENTS : of South Africa (HPCSA) as an Occupational Therapist independent practitioner, plus current registration for the period 2026/2027. Work exposure or further training & education will be an added advantage. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa in the relevant professional (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant professional (where applicable) in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years after registration with the Health Professions Council of South Africa in the relevant professional (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant professional (where applicable) in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years after registration with the Health Professions Council of South Africa in the relevant professional (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant professional (where applicable) in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. Must be willing to do outreach visits. Knowledge And Skills: Knowledge of public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making, and

problem-solving skills. Good communication and interpersonal relation skills. Ability to work under pressure. Computer literacy will be an added advantage.

DUTIES : Assess and treat all adult or paediatric patients with physical or psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment. Do outreach visits.

ENQUIRIES : Me. BKM Mashego Tel No: (058) 303 5123

POST 43/220 : **ARTISAN FOREMAN REF NO: H/A/49/2026**

SALARY : Grade A: R397 329 – R450 504 per annum
Grade B: R471 753 - R593 934 per annum
plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezile Dabi District

REQUIREMENTS : National diploma in built environment. Valid driver's license. National Senior Certificate (Grade 12). Appropriate / (Accredited Artisan Trade Certificate / Diploma) trade test qualification in electrical. Minimum 5 years post qualification as a qualified artisan and on supervisory level Knowledge: Supply Chain Management procurement processes. Stakeholder management. Occupational Health and Safety compliance matters. Skills: Communication skills, Interpersonal skills, Organizational skills. Planning, program and project management skills, Time management skills, Coaching and mentoring skills.

DUTIES : To perform and/or supervise technical design, production, operation and maintenance services. Undertaking of short-/ medium-/ long-term planning of maintenance activities at the facilities. Management of all artisans and personnel Including supervising, mentoring and evaluation of personnel. The development/maintenance of building works standards. Coordination of all Planned and Unplanned day to day maintenance activities. Manage equipment, tools and machinery. Supervise preventative maintenance on infrastructure on facilities

ENQUIRIES : Mr RD Makgokolo Tel No: (016) 9732402

POST 43/221 : **SOCIAL WORKER REF NO: H/S/11/2026**

SALARY : Grade 1: R352 200 - R382 374 per annum
Grade 2: R397 119 - R459 996 per annum
Grade 3: R477 564 - R522 186 per annum
the prescribed requirements.13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet

CENTRE : Free State Psychiatric Complex Hospital

REQUIREMENTS : Matric and Bachelor of Social Worker as recognised by SAQA. Current Registration with SACSSP as a social worker. Valid driver's license. Experience: **Grade 1:** None. **Grade 2:** A minimum 10 years appropriate experience in social worker after registration as a Social Worker with SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social worker after registration as a Social Worker with SACSSP. Knowledge And Skills: A good understanding of the biopsychosocial model of human behaviour. Demonstration of social worker professional values and compliance with the implications of the South African Council for Social Worker Code of Ethics (1986) in Social practice. Effective Social Worker administrative, clinical and documentation skills including critical thinking, planning, time management and reporting skills. Lear verbal and written communication skills. Support and advocate for the needs, rights and responsibilities of vulnerable individuals/groups. Observe and respect professional boundaries and maintain professional relationships while being able to contribute effectively in teams. Be polite and reasonable in dealing with the multi-disciplinary team, the client system, colleagues, the employer and public. Willingness and ability to develop professionally and personally.

DUTIES : Provide quality holistic psychosocial services, with specific focus on the specialized method of Play Therapy to service users of the Child Unit at tertiary level according to the provisions of the Mental Health Care Act (Act No 117/2002), and develop as Mental Health Care Provider. Provide holistic

psychosocial treatment, with specific reference to parental guidance and systemic intervention to the user's supportive and administrative Social Worker interventions. Provide quality holistic psychosocial services in regard to community resource networking, with specific reference to the provisions of the Children's Act; Act No 38 of 2005 that provide for the protection of children in South Africa, to promote community integration and psychosocial wellbeing. Participate in the multi professional team providing tertiary services to children at the FSPC Child Unit specific reference to psychosocial risk management and the safety and rights of children according to the Children's Act; Act 38/2005 and the Mental Health Act; Act No 117/2002. Participate in quality assurance and risk management, through continuous professional development, peer group discussions, in-service training, auditing, reporting, consultation and supervision, internal communication and information management. Management of allocated resources for sustainable health services to client systems of the FSC Child Unit through participation in management of equipment, assets, consumables necessary for sustaining quality psychosocial services in response to service demands.

ENQUIRIES : Me. M Moore Tel No: (051) 407 9482

POST 43/222 : **LABOUR RELATIONS OFFICER (X2 POSTS)**

SALARY : R338 106 - R398 227 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezile Dabi District Ref No: H/L/4/2026
Fezi Ngubentombi District Hospital Ref No: H/L 5/2026

REQUIREMENTS : Senior Certificate (Grade 12). Recognized NQF6 in Labour Law/ Labour Relations or equivalent qualification. Valid South African driver's license Knowledge: Labour Relations Legislation. Processes of labour relation matters. Computer literacy. Skills: Good communication skills. Facilitation skills. Conflict resolution skills. Analytical skills. Presentation skills. Negotiation skills. Organizing skills. Interpersonal relationship skills.

DUTIES : To handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Preliminary investigate misconduct cases, grievances and disputes. Report on outcome of preliminary investigations of labour relation matters. Implement misconduct procedures. Implement grievance procedures. Implement dispute procedures. To advise management on all labour relations matters in order to minimize unfair labour practices. Advise on disciplinary procedures. Advise on grievance procedures. Advise on dispute procedures. To capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Update labour relation information on the system. Report progress on a monthly basis. Maintain the disciplinary filing system. Report on strike actions. To provide a secretariat service to the departmental consultative committee. Compile and distribute the agenda to the relevant members. Distribute the minutes of the previous meeting. Draft minutes of the meeting in line with discussions and decisions

ENQUIRIES : Mr RD Makgokolo Tel No: (016) 97 70 9433
Mrs W Van Loggerenberg Tel No: (016) 973 1650)

POST 43/223 : **FOOD SERVICES MANAGER REF NO: H/F/1/2026**

SALARY : R338 106 - R398 227 per annum, plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezi Ngubentombi District Hospital

REQUIREMENTS : National Diploma in Food Service Management (3 Years) or relevant qualification. Valid Driver License. Minimum of three (3) years' supervisory experience in a hospital environment Knowledge and Skills: Public Finance Management Act (PFMA). Basic Condition of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Treasury Regulations issued in terms of the PFMA. Free State Provincial Revenue Act. Performance Management System (PMS). National Health Act. Provincial Health Act. Free State Hospitals Act. People Management. Project management. Skills: People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Policy analysis and development Good Communication skills. Report writing skills. Conflict management. Computer literacy.

DUTIES	:	Manage and render of quality food provisioning and food service administration. Ensure quality food provisioning for both normal and therapeutic diets (Menu planning and food preparation). Collaborating with registered dietitians to create patient menus, considering dietary restrictions, preferences, and special needs. Collaborating with medical staff to provide individualized patient nutrition care and plan modified diets. Ensuring patients are satisfied with their meals and addressing any complaints or concerns. Monitor and manage the allocated food service budget. Compiling of a demand plan for the food service unit). Procurement of food items using the correct supply chain procedures. Managing food inventory, ordering supplies, and controlling costs. Ensure effective management of assets and compliance with safety and health standards. Assist with good practices in health and safety measures. Implementing and maintaining food safety and sanitation procedures, ensuring compliance with health and safety regulations. Ensure compliance to hygiene standards within the food service unit. Assist with good practices in hygiene. Overseeing food preparation, ensuring adherence to standardized recipes, portion control, and quality standards. Stay up-to-date on regulations and accreditation standards related to food service operations. Address challenges that arise in the food service department and implement effective solutions. Effectively manage human resources. Evaluate and monitor performance of employees to ensure achievement of goals and objectives. Monitor the development of sub-ordinates. Develop and maintain employee motivation. Manage leave of sub-ordinates.
ENQUIRIES	:	Mrs W Van Loggerenberg Tel No: (016) 973 1650
POST 43/224	:	**OCCUPATIONAL THERAPY TECHNICIAN REF NO: H/O/18/2026**
SALARY	:	Grade 1: R269 106 per annum Grade 2: R313 800 per annum plus, 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
CENTRE	:	Free State Psychiatric Complex Hospital
REQUIREMENTS	:	Appropriate qualification that allows registration with the HPCSA as Electro-Cardiogram Assistant. Registration with the Health Professional Council of South African (HPCSA) as Electro-Cardiogram Assistant. **Grade 1**: None after registration with the Health Professional Council (HPCSA) as Electro-Cardiogram Assistant. **Grade 2**: A minimum of 10 years appropriate experience as Electro-Cardiogram Assistant after registration with the HPCSA as Electro-Cardiogram Assistant. Knowledge And Skills: Knowledge Computer Literacy, Ability to work in multi-disciplinary team. Active participation in planned programs/ plans to enhance involvement, capacity building, open communication and participative management in the Therapeutic and Medical Support services Division. Good record management skills.
DUTIES	:	Duties Effective and efficient implementation of developed clinical occupation therapy programmes to ensure compassionate and quality Occupation Therapy Service rendered according to the OT scope of practice and Mental Health Care Act. Participate in quality assurance projects in Occupational Therapy service delivery. Communication with members of the multi-disciplinary team regarding patient care. Participate in intra and inter departmental collaboration with relevant stakeholders including but not limited to caregivers of service users. Participate in information & risk management in Occupational Therapy sub-division. Manage of allocated resources (consumables and equipment). Ongoing professional development as Occupational Therapy Technician. Administrative functions required by the job and the area practice profile.
ENQUIRIES	:	Ms M Moore Tel No: (056) 816 2115

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

APPLICATIONS	:	Applicants are invited to apply for posts online: access www.sacr.fs.gov.za, click on E service – open recruitment portal and follow instruction as indicated
CLOSING DATE	:	11 December 2026

NOTE : Applications should be submitted on form Z.83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full and signed and then download as part of application. Applicants are urged not to submit duplicate applications for the same post and if/when applying for more than one post submit/download separate application for each post. with reference number clearly indicated. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), Non-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are downloaded/ couriered or hand delivered timeously as NO applications received after the closing date/incomplete applications will be considered. As part of recruitment practices all shortlisted candidates, including SMS, shall undertake two pre-entry assessment. 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 are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. Shortlisted candidates will be required to avail themselves for assessments/interviews at a date and time as determined by the department If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Department would like to inform candidates that should recruitment process during any stage be affected by unanticipated factors e.g. moratorium on filling of posts the department reserves the right to cancel the recruitment process. The suitable candidates will be selected with intention of promoting representavity and achieving EE targets as contemplated in the departmental Employment Equity plan.

OTHER POSTS

POST 43/225 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 1104/1**

SALARY : R932 292 per annum (Level 11), all-inclusive remuneration package, (This all-inclusive remuneration package consists of a basic salary, the State's contribution to contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate (NQF 7 Qualification) in Internal Audit. B. Com (Accounting/Auditing) B Tech Financial Information System or equivalent qualifications Certified Information Systems Auditor 3 Years in an audit environment as Assistant Director. Member of the Institute of Internal Auditors (IIASA): Valid Driver's Licence. Certified Internal Auditor (CIA / Internal Audit Professional (AIP) will serve as an advantage.

DUTIES : Evaluate the department's internal control systems, to determine their adequacy and effectiveness. Participate in the development of the three-year strategic based internal audit plan. Develop the annual internal audit operational plan allocate work accordingly and report on progress. Ensure quality control of work delivered by sub-ordinates. Ensure the execution of the internal audit engagements including the information technology audits as per approved plan. Develop implement and maintain processes to ensure proper control of work. Communicate the results of internal audit engagements. Collate information for the compilation of internal audit activity report to the Accounting Officer and Adir committee. Provide advice and guidance to sub-ordinates on the requirements and implementation of internal audit methodologies, policies and procedures. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Study professional journals and publication to ensure thar cognizance is taken of new developments. Monitor and study the relevant industry, legislative standards changes and policy frameworks continuously. Manage performance and development of sub-ordinates.

ENQUIRIES	:	Ms I Ikaneng at 066 474 7209
POST 43/226	:	**DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 2330/ 02**
SALARY	:	R932 292 per annum (Level 11), all-inclusive remuneration package, (This all-inclusive remuneration package consists of a basic salary, the State's contribution to contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate NQF 7 Qualification preferably in Language Practice and Humanities/ Language Administration studies. 3 Years' experience as Assistant Director in language planning, translation, editing, interpreting and literature development. Combination of the following skills and/knowledge time management, interpersonal and communication skills, negotiation ability and experience in policy development and monitor compliance to these policies, Valid Driver's License.
DUTIES	:	To provide strategic direction to all units within the Language service sub-directorate Develop language regulation, policies for the province and assist Local Municipalities with the development of their language policies. Responsible for preparation. presentation of various quarterly reports as well the development and implementation of an Annual Performance plan and monthly performance reports. Maintain sound working relations with civil society and related interest groups related to the development of languages and promotion of previously marginalised languages. Coordinate and act as chairperson for the Inter-Departmental language forum and represent the department at the Free State Language Forum. Responsible for management of asset, human and financial resources allocated to the Sub-Directorate.
ENQUIRIES	:	Ms T Modupe at 066 479 1443
POST 43/227	:	**DEPUTY DIRECTOR PROFESSIONAL SUPPORT SERVICES REF NO: 3100/ 14**
SALARY	:	R932 292 per annum (Level 11), all-inclusive remuneration package, (This all-inclusive remuneration package consists of a basic salary, the State's contribution to contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules.
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Applicants must be in possession of an appropriate recognized NQF level 7 qualification e.g. Library and Information related study field. At least 3 years working experience in Library and Information services in junior management capacity. Experience in the field of collection management, electronic library system, information services, research, library and development training. Knowledge in library management specialized in field of collection research, training and development, system management, research, training and development, financial management, human resources management, project management and customer care. valid Driver's License.
DUTIES	:	Responsible for the establishment of a professional support service within library services by plan and monitor key output areas like collection management, specialized information services, research as well as training and development services to ensure strategic objectives are reached. Manage the financial resources of the Sub-Directorate which include budget management as Budget responsibility manager, coordinating procurement of good and services, Assets management Risk management and human resources management.
ENQUIRIES	:	Ms L Twala at 066 479 1247
POST 43/228	:	**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 1103/03**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate NQF 7 Qualification in Internal Audit. B Com (Accounting / Auditing), b The Financial information Systems or equivalent qualifications. 3 years' internal audit experience Member of the Institute of Internal Auditors (IIASA) Valid Driver's Licence. Professional Internal Auditor (PIA) will be an advantage.
DUTIES	:	Identify and document the key risk areas fir the institution emanating from current operation as set out in the strategic plan and risk management strategy.

		Participate and assist in the development of the three-year strategic risk-based audit plans as well as the annual internal audit operation plan. Participate and assist in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of efforts. Develop the engagement work program. Supervise Internal Auditors to ensure effective internal audit service. Develop and discuss with auditees/client's audit findings and recommendation for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans.
ENQUIRIES	:	Ms I Ikaneng at 066 474 7209
POST 43/229	:	**ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 1240/04**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate NQF 7 qualification preferable in the Financial Accounting / Commerce/Legal studies. Knowledge of PERSAL, Bas LOGIS systems. 3-year relevant experience in Accounting, Financial sphere including supervisory practises Knowledge of all policies and legislation, Financial Systems in use in Government Public Finance Management Act, Treasury regulations. Ability to pay attention to detail and accuracy Valid Driver's Licence.
DUTIES	:	Promote effective internal control by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of practices. Render an Internal Control advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts related issues to promote an effective Internal Control environment. Monitor, evaluate and facilitate internal control: by evaluating system documents, policies, procedures and practises. Follow up on exceptions, irregular, fruitless and wasteful expenditure. Develop and implement a system towards enhancing financial control and submit reports. Provide Financial Information and Knowledge Management Services to the Department and proport understanding and awareness of matters related to interna control measures Consolidate monthly and quarterly KCM report and ensure that all supporting documents are available and filed accordingly. Consolidate all input on action plan and audit findings.
ENQUIRIES	:	Ms I Ikaneng at 066 474 7209
POST 43/230	:	**SENIOR STATE ACCOUNTANT REF NO: 1205/ 05**
SALARY	:	R413 001 annum (Level 08)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Relevant level NQF 6 qualifications in preferable in finance accounting and/or commerce study field. Minimum 4 years' experience (payments. Journals, disbursements etc) Proven working knowledge on the financial systems wit within government. BAS Certificates.
DUTIES	:	Administer and coordinate the banking, financials and liability as well as Ledger accounts of the department including preparation and consolidation of financial reports/ reconciliations. Responsible for cash flow management which entails e.g. fund requests within set time frames, monitor availability of funds for voted as well as conditional grant funds and surrender of funds. Monitor, coordinate and authorize BAS payments. Develop and monitor implementation of financial administration related policies in the department which also entails the provision of advice and guidance with regards to these policies and s procedures to various stakeholders link to the department. Responsible for the compilation of various reports, journals, financial statements etc linked to definite timeframes, Responsible for staff supervision
ENQUIRIES	:	Ms I Ikaneng at 066 474 7209
POST 43/231	:	**ADMINISTRATION OFFICER REF NO: 1100/16**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate NQF 6 qualification with proven ability to apply knowledge and skills. 3 years public sector experience will be an advantage. Knowledge of basic personnel administration, BAS Treasury regulations, financial regulations. Valid driver's licence.

DUTIES	:	Record, organise, capture and retrieve correspondence and data (from line function). Distribute documents/packages to various stakeholders as required. Keep and maintain incoming and outgoing mail register within office of the Head of Department Collect/ retrieve of any information for consolidation and Reporting purposes Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement. Maintain leave register within the unit. Arrange travel and accommodation for officials within office of the Head of Department. Capture and update expenditure report within Head of Department's office. Check correctness of subsistence and travel claims and acquire approved for claims pay-outs, Responsible for staff supervision and acquire w approval for claims.
ENQUIRIES	:	Ms I Ikaneng at 066 474 7209
POST 43/232	:	**ASSISTANT LIBRARIAN (X3 POSTS)**
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	Venterburg Public Library Ref No: 3516/06 Nyakallong Public Library Ref No: 3510/07 Dealesville Public Library Ref No: 3528/08
REQUIREMENTS	:	Relevant level NQF 6 qualifications in Library & Information Studies or related and equivalent Qualifications. 1-2 years' relevant experience. Knowledge of Library Administration, basic management and supervision, Library Materials, Computer Literacy. PROLIB and PROLEN experience will be an advantage.
DUTIES	:	Plan coordinate the services activities of the library, Establish community structures for consultation, Render professional library and information services, e.g. check books in and out of library, assist variety of users to locate materials and use of library resources. Promote the use of libraries and a culture of reading, Perform administrative duties at the library and Supervise the resources of the library (finance, assets and human resources)
ENQUIRIES	:	Ms T Modupe at 066 479 1443
POST 43/233	:	**LIBRARY ASSISTANT (X3 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Oppermansgronde Public Library Ref No: 3206/09 Phahameng Public Library Ref No: 3530/10 Allanridge Public Library Ref No: 3509/11
REQUIREMENTS	:	Senior Certificate or equivalent qualification at NQF 4 level. Computer Literacy (excel, MS word) Verbal and written communication skills.
DUTIES	:	Render library and information services e.g. check books in and out of library, assist patrons to find materials and guide user how to use library resources, inspect returned books for condition and due date status, manage reserve materials and removing out dated material etc. Promote the use of libraries and a culture of reading by assisting with displays of library materials and during promotional events and programs. Perform administrative duties in the Library e.g. handle enquiries, request stationary and other goods and services, maintaining of patron's particulars on the computer
ENQUIRIES	:	Ms T Modupe at 066 479 1443 Ms I Ikaneng at 066 474 7209
POST 43/234	:	**MESSENGER/DRIVER REF NO: 1100/15**
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	NQF / Grade 10 qualification with ability to read and write. Valid Drivers Licence. Previous working experience with knowledge of Government Vehicle procedures.
DUTIES	:	To render a support / messenger service within office of the Head of Department this entails collect and deliver documents to and from other Departments, provide assistance in the registry office with copying documents. Opening of files, handle mail register etc. To render driver functions thus the transport of documents, items, passengers by driving light motor vehicles as per prescribe procedures Responsible for routine maintenance of the vehicles as well as completion all itineraries and log books.
ENQUIRIES	:	Ms I Ikaneng at 066 474 7209

POST 43/235	:	**GENERAL WORKER (X2 POSTS)**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Fauresmith Public Library Ref No: 3209/12 Sasolburg Public Library Ref No: 3632/13
REQUIREMENTS	:	ABET qualification.
DUTIES	:	Responsible for cleaning inside the library including kitchen, bathrooms etc as well as surrounding areas outside the library within allocated premises. Assist with mending of damage books, Assist with unpacking of stationary, cleaning material and library material and with delivering of a messenger service Serve as asset holder
ENQUIRIES	:	Ms I Ikaneng at 066 474 7209

ANNEXURE X

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 43/236	:	**CAMPUS HEAD (X1 POST)**
SALARY	:	R1 201 302 – R1 294 149 per annum, (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).
CENTRE	:	Gauteng College of Nursing (Rahima Moosa Campus)
REQUIREMENTS	:	A matric/grade 12 certificate or the equivalent. A master's degree in nursing/ public health, (NQF 9) Registration with the South African Nursing Council as a General Nurse and Midwife, Degree in Nursing Education and Nursing Administration/Health Service Management. Post basic (R.48/ R.212)/ Postgraduate Diploma (R.635). A minimum of 11 years' experience as a Professional Nurse of which a minimum of 7 years must be in a nursing education institution after qualifying as a nurse educator and of which a minimum of 3 years teaching experience in post basic/ postgraduate diploma programmes. A minimum of 3 years' management experience in nursing education at college or a higher education institution. Registered with SANC as an assessor and moderator. Must have a valid driving license as well Computer certificate/literacy. Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Experience in educational programme development and research. Analytical assessment and evaluation skills. Computer literacy and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting and budgeting and monitoring of expenditure Change management. Good Communication skills – verbal and written including presentation skills. Skilled in research development and coordination including academic writing, policy development and quality assurance. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice.
DUTIES	:	Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Monitor and evaluate financial management, human resource management and development, supply chain management, asset management, transport and facility management. Develop monitoring reports to ensure oversight committees are updated on developments in the institution. Lead strategic and operational planning of the institution and monitor operational planning of the institution. Direct the total quality management system of the institution. Develop regular institutional performance reports.
ENQUIRIES	:	Mr. BS Kubheka at 060 556 8071
APPLICATIONS	:	Applications should be submitted strictly online at the following website https://jobs.gauteng.gov.za. No hand-delivered or emailed applications will be accepted.
NOTE	:	In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents on the application but must submit the new fully completed Z83 obtainable from www.dpsa.gov.za and detailed Curriculum Vitae). Please make sure that the correct reference number is reflected on the Z83 application form. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Employment references must be Supervisors. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification 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. 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 Pre employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, identify verification, qualifications verification, and criminal record checks, social media, financial affordability). 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. The Department reserves the right not to make an appointment for the advertised post.

CLOSING DATE : 11 December 2026

POST 43/237 : **VICE PRINCIPAL - SINGLE CAMPUS (X1 POST)**

SALARY : R1 069 215 – 1 219 323 per annum, (all-inclusive remuneration package of which a portion could be structured according to the individual's needs).

CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)

REQUIREMENTS : A Matric/Grade 12 certificate or the equivalent. Degree/Diploma in Nursing and Midwifery. A Degree in Nursing Education and Nursing Administration/ Health service Management. A master's degree in nursing, Health Science Management or Public Health (NQF 9). Current registration with South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as a Registered Nurse and Midwife/ Professional Nurse of which six (6) years must be appropriate or recognizable experience in Nursing Education after obtaining a qualification in Nursing Education and of which a minimum of 3 years teaching experience in post basic/ postgraduate diploma programmes. A minimum of two (2) years Management experience in theory and clinical teaching in a Nursing College or higher nursing education institution. A Valid Driver's License. Computer certificate/ Literacy. Registered with SANC as an assessor and moderator Skills and Knowledge: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and training. Must be able to contribute to the paradigm shift in Nursing Education for health service delivery and facilitate universal access to health care ensuring that Work Integrated Learning programmes comply with course and programme outcomes. Analytical assessment and evaluation skills. Computer literacy with proficiency in data capturing and generation of reports utilizing Ms Excel or relevant software solutions and report writing skills. Strategic capability and leadership. Programme and project management skills. Financial and Human Resource management skills including planning, forecasting, budgeting and monitoring of expenditure. Change management. Good Communication skills – verbal and written including presentation skills. Good interpersonal skills, a team player, problem solving skills and ability to work under pressure. Above average computer literacy. Relate well to diversity of personnel and range of stakeholders. Commitment to Nursing Education, Training and Practice. Experience in programme development, implementation, monitoring and evaluation. Skilled in quality assurance, research development and coordination. Commitment to Nursing Education, Training and Practice. Facilitation, presentation, and management skills. Organizational & problem-solving skills. Application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Training compliance. Conflict management and supervisory skills.

DUTIES : Manage the education and training of students. Manage clinical learning exposure of students between the College/campus and clinical areas. Deputize the Campus Head in her absence. Develop and ensure implementation of quality assurance programmes. Collaborate with stakeholders and build a

sound relationship within the department. Develop policies, standard operational procedure, norms, and standards and ensure the implementation thereof. Manage the development of curriculum and all supporting documents and processes for accreditation. Manage the processes to maintain accreditation. Monitor and evaluate the implementation of all training programmes. Support the vision, mission, and philosophy and promote the image of the College. Supervision of HODs and lecturers. Monitor employee's performance in terms of the performance management system. Maintain sound labour relations and implement disciplinary measures when required. Oversee the supervision and support of students. Monitoring and evaluation of academic performance standards. Maintain accountability and responsibility.

ENQUIRIES : Mr. BS Kubheka at 060 556 8071

APPLICATIONS : Applications should be submitted strictly online at the following website https://jobs.gauteng.gov.za. No hand-delivered or emailed applications will be accepted.

NOTE : In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents on the application but must submit the new fully completed Z83 obtainable from www.dpsa.gov.za and detailed Curriculum Vitae). Please make sure that the correct reference number is reflected on the Z83 application form. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Employment references must be Supervisors. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification 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. 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 Pre employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, identify verification, qualifications verification, and criminal record checks, social media, financial affordability). 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. The Department reserves the right not to make an appointment for the advertised post.

CLOSING DATE : 11 December 2026

POST 43/238 : **MEDICAL OFFICER REF NO: REFS/057493 (X3 POSTS)**
Directorate: Clinical

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum, (all-inclusive salary package)
Grade 2: R1 188 255 – R1 297 089 per annum, (all-inclusive salary package)
Grade 3: R1 375 245 – R1 713 534 per annum, (all-inclusive salary package)

CONTRE : Tara Hospital

REQUIREMENTS : Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. An interest in psychiatry and experience in psychiatry, as well as a Diploma in Mental Health and/or an FC Psych (SA) Part I, will be an added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development, and execution of evidence-based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and

education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to the highest level of care, ethics, professionalism, and punctuality. Work within a multi-disciplinary team and report all conflicts of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties are performed at any of the Gauteng Health facilities affiliated with the Department of Psychiatry at the University of Witwatersrand.

ENQUIRIES : Ms. M.A. Ngobeni – ngobeni.mixo@gauteng.gov.za
Ms. S. Naidoo - sheryl.naidoo@gauteng.gov.za

APPLICATIONS : Should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za 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.zahealthjobqueries@gauteng.gov.za

NOTE : 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 C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the 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 before appointment. The recommended candidate will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. 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.

CLOSING DATE : 11 December 2026

POST 43/239 : **LECTURERS: PROFESSIONAL OFFICER ACADEMIC AND STUDENT EXAMINATION (X2 POSTS)**

SALARY : Grade 1: R495 423 – R581 931 per annum, plus benefits
Grade 2: R607 350– R797 352 per annum, plus benefits

CENTRE : Gauteng College of Nursing (Central Office Krugersdorp)

REQUIREMENTS : **Grade 1** Lecturer - Matric/ grade 12 certificate. Degree/Diploma in Nursing. Qualification that allows registration with SANC as a General nurse or midwife, an additional qualification in nursing Education. A minimum of 4 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in general nursing. A nursing Education qualification registered with SANC. A valid Driver's license. Computer certificate / Literacy. **Grade 2** Lecturer - Matric/ grade 12 certificate. Degree/Diploma in Nursing. Qualification that allows registration with SANC as a General nurse or midwife, an additional qualification in Nursing Education. A minimum of 14 years appropriate/recognizable nursing experience after registration as professional nurse with SANC in general nursing. At least ten (10) years of the period referred to above must be a recognizable experience in nursing education after completion of one year post basic qualification. A nursing Education qualification registered with SANC. A valid Driver's license.

Computer certificate / Literacy. Skills and Knowledge: Computer literacy with data capturing and generation of reports utilizing excel or relevant software solutions and report writing skills. Ability to engage in transformation and respond to the political imperatives of government as it relates to Nursing Education and Training. Good interpersonal skills and ability to work under pressure. Relate well to a diversity of personnel and range of stakeholders. Commitment to excellence in Nursing Education, Training and practice. Ability to collate, monitor and evaluate assessment data from multiple sources. A demonstrable commitment to excellence in Nursing Education and Training. Ability to maintain and uphold safety and security of the assessments.

DUTIES : Support academic and student related processes from the examination office. Deliver an administrative secretarial service in the examination processes. Improve student administration processes through research and projects. Supervision of the subordinates. Ensure security in the distribution of the examination material to and from the campuses and all related examination center duties.

ENQUIRIES : Mr. BS Kubheka at 060 556 8071

APPLICATIONS : Applications should be submitted strictly online at the following website https://jobs.gauteng.gov.za. No hand-delivered or emailed applications will be accepted.

NOTE : In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents on the application but must submit the new fully completed Z83 obtainable from www.dpsa.gov.za and detailed Curriculum Vitae). Please make sure that the correct reference number is reflected on the Z83 application form. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Employment references must be Supervisors. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification 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. 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 Pre employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, identify verification, qualifications verification, and criminal record checks, social media, financial affordability). 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. The Department reserves the right not to make an appointment for the advertised post.

CLOSING DATE : 11 December 2026

POST 43/240 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X1 POST)**

SALARY : R487 197 – R573 897 per annum, plus benefits

CENTRE : Gauteng College of Nursing (Central Office Krugersdorp

REQUIREMENTS : A matric/grade 12 certificate or the equivalent. A National Diploma / Degree in Human Resource Management / Public Administration or relevant qualification (NQF-level 6/7) with a minimum 5 - 10 years relevant experience in HR environment (5 years of the above should be as HR Supervisor). Must have a valid driver's license. Competencies: Extensive knowledge of PERSAL and knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations, PSCBC resolutions, BCEA, LRA, SDA, OHSA & COIDA

and other Human Resource regulatory frameworks. Computer literacy (MS Word, MS Excel and PowerPoint). Good understanding of Collective Bargaining processes and PSCBC resolutions. Skills: Leadership, Planning, Organizing, Problem solving, Presentation and Communication skills (verbal and written) and Financial Management skills. Ability to work under pressure. Ability to build and sustain effective team. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills (MS Office, Excel and Power Point). Ability to work in a high volume and highly pressurized environment.

DUTIES : Lead, plan, organize and control human resource department. Manage human resource budget. Implement and interprets policies / directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line managers and staff. Approve and quality assure all mandates and transactions related to OSD and non-OSD appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage grading of all staff that is OSD and non-OSD. Advice managers on HR delegations. Ensure that PERSAL related transactions and mandates are forwarded timeously to Gauteng Department of eGovernment and verification is done for all submitted mandates. Manage staff Establishment and post filling. Draw up a post filling plan and liaise with management. Manage payroll. Manage Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development System (PMDS) of all staff in the institution and staff under supervision. Manage labour relations unit. Manage OHS unit. Manage Employee Health & Wellness unit. Manage audit queries, comply to the Audit Action Plan and eliminate audit findings. Manage and implement RWOPS / ORW, Declaration of Financial Disclosures / e-Disclosures. Monitor overtime for all staff. Specimen signatures. Develop and monitor Operational Plans and SOPs related to HR. Attend relevant meetings and trainings. Perform other duties as delegated by the Head of Department and knowledge of Ideal College Realization.

ENQUIRIES : Mr. BS Kubheka at 060 556 8071

APPLICATIONS : Applications should be submitted strictly online at the following website https://jobs.gauteng.gov.za. No hand-delivered or emailed applications will be accepted.

NOTE : In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents on the application but must submit the new fully completed Z83 obtainable from www.dpsa.gov.za and detailed Curriculum Vitae). Please make sure that the correct reference number is reflected on the Z83 application form. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Employment references must be Supervisors. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification 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. 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 Pre employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)-

Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, identify verification, qualifications verification, and criminal record checks, social media, financial affordability). 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. The Department reserves the right not to make an appointment for the advertised post.

CLOSING DATE : 11 December 2026

POST 43/241 : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (X1 POST)**

SALARY : R487 197 – R573 897 per annum, plus benefits)
CENTRE : Gauteng College of Nursing (Central Office Krugersdorp)
REQUIREMENTS : A matric/grade 12 certificate or the equivalent. An appropriate Degree or National diploma (NQF Level 6) in Electrical/Mechanical/Building as recognized by SAQA with 5 years or more experience in the field of specialization of which 2 years should be at supervisory level in Electrical/Mechanical or Building in a public or private sector. Qualification in Project management will be an advantage. Competencies: Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services Knowledge of National Building Regulations e.g. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver's license.

DUTIES : Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services, Cleaning, Security, Waste management and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID AND Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly reports. Participate in inter and intradepartmental committees that deal with issues of FMU. Responsible for performance appraisal and development of staff under his/her supervision. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and Day to Day maintenance budget by monitoring and reporting expenditure. Ensuring the implementation of FMU practices, guidelines and policies. Responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects and strategic planning. Attend to human resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff. Perform any duties as delegated by management.

ENQUIRIES : Mr. BS Kubheka at 060 556 8071
APPLICATIONS : Applications should be submitted strictly online at the following website https://jobs.gauteng.gov.za. No hand-delivered or emailed applications will be accepted.

NOTE : In compliance with DPSA Circular 19 of 2022 certifying documents/qualifications will only be requested from shortlisted candidates on or before the interview process (Applicants are not required to submit copies of qualification and other relevant documents on the application but must submit the new fully completed Z83 obtainable from www.dpsa.gov.za and detailed Curriculum Vitae). Please make sure that the correct reference number is reflected on the Z83 application form. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. State all your competencies, training, and knowledge in your CV. Employment references must be Supervisors. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification 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. 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 Pre employment Medical Surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is a legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks that should be an immediate current supervisor, identify verification, qualifications verification, and criminal record checks, social media, financial affordability). 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. The Department reserves the right not to make an appointment for the advertised post.

CLOSING DATE : 11 December 2026

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: -a)via the S'thesha Waya Waya - KZN Online recruitment portal at (https://www.eservices.gov.za) or by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION : Ms. Z.R Bekwa

CLOSING DATE : 11 December 2026

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts and to use other recruitment processes to fill these posts should it choose to do so.

MANAGEMENT ECHELON

POST 43/242 : **DIRECTOR: PROVINCIAL POLICE OVERSIGHT AND COMMUNITY POLICE RELATIONS REF NO: CSL17/2026**

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Pietermaritzburg

REQUIREMENTS : A Degree (NQF level 7 or higher) in Social Science / Police Science / Law or relevant equivalent qualification recognized by SAQA coupled with a minimum of 5 years' middle / senior management experience in monitoring and evaluation and/or crime prevention environment. A valid driver's license Code B. Nyukela SMS Pre-entry certificate submitted prior to appointment. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000,Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development

Agency Act, 2008, Civilian, Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and Communication skills, Project management skills, Computer skills, Report writing skills, Financial Management skills.

DUTIES : To monitor and evaluate the functioning of the Office of the Provincial Commissioner and Specialised Units. Promote community police relations in the Province. Monitor and evaluate the implementation of policing policies and directives by the Office of the Provincial Commissioner and Specialised Units. Monitor and evaluate the service delivery of police service units in the Office of the Provincial Commissioner and Specialised Units. Manage and address complaints against the Office of the Provincial Commissioner, Specialised Units and Provincial Board. Manage the development and maintenance of partnerships at a Provincial level. Ensure effective management of resources of the Directorate.

ENQUIRIES : Mr. N.D Mchunu Tel No: (033) 3419300

OTHER POSTS

POST 43/243 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CSL18/2026**

SALARY : R932 292 per annum (Level 11)
CENTRE : Pietermaritzburg
REQUIREMENTS : A 3-year National Diploma (NQF level 6) in Human Resource Management or relevant equivalent qualification recognized by SAQA, PERSAL Controller Certificate, together with a minimum of 3 years' junior management experience within Human Resources Management environment. A valid driver's license Code B. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act; Labour Relations Act, Public Service Prescripts, Skills Development Act/Skills Levies Act, Employment Equity Act, Treasury Regulations and prescripts, PFMA and Treasury Regulations, HR systems including "PERSAL, Sthesha Waya Waya and e-leave", Public Service Resolutions (PSCBC/GPSSBC), Human Resource Management policies, practices, Communication (verbal and written), Strategic capability and leadership, Problem solving and analysis, Motivational, Computer Literacy (MS Office suite), Human resource management, Driving, Conflict management, Negotiation skills, Good verbal and written communications skills, Strong leadership skills and qualities, Project management skills, Good inter-personal relations skills, Presentation skills, People management and Supervisory skills, Research skills.

DUTIES : To manage and facilitate the provisioning of human resource services. Ensure the alignment of the Organisational structure to the departmental strategic plan and provide organisational design and development services. Manage human resource administration services. Manage employee relations in the Department. Manage and facilitate the provision of labour relations within the Department. Manage and maintain human resource information systems for the department. Ensure effective management of resources for the Sub-Directorate.

ENQUIRIES : Mr. C.S Ngcobo Tel No: (033) 341 9300

POST 43/244 : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CSL19/2026**

SALARY : R932 292 per annum (Level 11)
CENTRE : Pietermaritzburg
REQUIREMENTS : A 3-year National Diploma (NQF level 6) in Security Management or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 Junior Management experience in Security Management environment. A valid driver's license Code B. Applicants must be prepared to work extended hours. The successful candidate will be subjected to a security clearance. The successful candidate must have knowledge of Knowledge of public service Act and regulations, PFMA, Knowledge in Project Management, Public gatherings Act, Private security Industry Regulatory Act, Labour relations, Communication and protocol, Minimum Information Security Standards (MISS) Second Edition, March 1998, Promotion of Access to Information Act, 2000, Protection of Information Act, 1982, Criminal Procedures Act, 1997, Control of Access to Public Premises and Vehicles Act, 1985, Minimum physical security standards,

Minimum information technology standards, National Strategic Intelligence Act, Explosives Act, 1956, Disaster Management Act, 2002, Communication skills, Project management skills, Report writing skills, VIP Protection skills.

DUTIES : To provide security management services. Implement Departmental security risk policies and procedures. Develop and maintain security mechanisms. Develop norms and guidelines for the security. Administer security audit, monitor and evaluate initiatives to ensure security for the HOD and staff. Ensure compliance with MISS prescripts.

ENQUIRIES : Ms. Z.P Gumede Tel No: (033) 341 9300

POST 43/245 : **ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS: AMAJUBA REF NO: CSL22/2026**

SALARY : R605 742 per annum (Level 10)

CENTRE : Newcastle

REQUIREMENTS : A National Diploma (NQF level 6 or higher) in Social Sciences / Police science or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 years' experience in Crime Prevention and Partnerships environment. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

DUTIES : To promote community police relations and community safety structures. Implement safety models and initiatives for the district. Facilitate the establishment and maintenance of community policing forums, community safety forums, community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.

ENQUIRIES : Ms. A. Ncapayi Tel No: (033) 341 9300

POST 43/246 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CSL20/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : A National Diploma (NQF level 6) in Labour Relations/Human Resource Management/Public Administration (Majoring in Labour Relations) or relevant equivalent qualification recognized by SAQA, together with 3 years' experience at salary level 7 or 8 within Labour Relations Environment. A valid driver's license Code B. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of Knowledge of Knowledge of Public Service Act and Regulations, Knowledge of Labour Relations Act, PSCBC Collective Agreements/ Resolutions, GPSSBC Collective Agreements/ Resolutions, Public Service Acts/Prescripts, Treasury Regulations and prescripts, Basic conditions of Employment Act, Public Finance Management Act, HR systems including "PERSAL", Batho Pele principles, White Paper of Transforming Public Services, Law of evidence, Policy Development and research skills, Employment Equity Act, Computer literacy (Microsoft Office Suite), Conflict management, Negotiation skills, Good verbal and written communication skills, Strong leadership skills and qualities, Good inter-personal relations skills, Problem solving skills. Facilitation, Presentation skills, Planning, Organising, Good inter-personal relations, Project Management.

DUTIES : To oversee and facilitate the provision of labour relations services within the Department. Administer effective implementation of discipline procedures. Oversee effective implementation of grievance and dispute procedures. Coordinate labour liaison services in line with relevant prescripts and procedures. Facilitate the development of labour relations policies and strategies. Coordinate employer/employee consultative forums.

ENQUIRIES : Mr. C.S Ngcobo Tel No: (033) 341 9300

POST 43/247 : **ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: CSL21/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : A Degree (NQF 7) in Finance Management or relevant equivalent qualification recognized by SAQA, together with a minimum of 3 years supervisory experience in a Financial Environment. A valid driver's license Code B. The successful candidate must have knowledge of Knowledge Project management, Practice Notes, Financial Management and Accounting Systems, Performance Budgeting – best practice & guidelines, Public Finance Management – best practices, Recognised Accounting Principles (GRAP), Government processes, Planning, Team leader, Decision making, Problem solving, Report writing skills, Financial management, Budgeting systems, Analytical skills, Management skills, Communication skills.

DUTIES : To provide and control financial administration and accounting services. Revenue collection and expenditure management. Implement and monitor financial administration and accounting policies, systems and process. Monitor payroll control, S&T claims and voucher control transaction documents and suspense accounts. Manage tax administration for the department. Provide advice, guidance and input to policy. Ensure effective management of resources.

ENQUIRIES Mr. D.M Pillay Tel No: (033) 341 9300

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 43/248 : **MEDICAL SPECIALIST: REF NO: DPKISMH 33/2026 (X1 POST)**
Component: Anaesthesiology

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive salary 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; Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQURIEMENTS : Experience Required: **Grade 1**: No experience necessary; Appropriate qualification and registration with the HPCSA as a Medical Specialist in Anaesthesiology **Grade 2:** Appropriate qualification and registration as a specialist in Anaesthesiology with HPCSA Plus five (05) years post registration experience as a Medical Specialist in Anaesthesiology. **Grade 3:** Appropriate qualification and registration with HPCSA as a specialist in Anaesthesiology Plus 10 Years appropriate experience as a Medical Specialist in Anaesthesiology. Requirements For the Post: Senior Certificate (Matric), MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) Plus Registration certificate with HPCSA as a Medical Specialist in Anaesthesiology PLUS Current registration with HPCSA as a "Specialist Anaesthesiologist" (2026/2027 receipt) Knowledge, Skills, Training and Competence Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Knowledge of current Health and Public Servants legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Ability to provide Specialist Anaesthetic consultation and services. Accept responsibility for administration of anaesthesia. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within

the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/inreach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Provide support to the Head of Department; in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES : Dr S. Reddy: Acting HCU: Anaesthetics Tel No: (031) 530 1475

APPLICATIONS : 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. 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. 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 : 11 December 2026

POST 43/249 : **MEDICAL OFFICERS REF NO: DPKISMH 32/2026 (X3 POSTS)**
Component: Critical Care: Adult

SALARY : Grade 1: R1 001 349 – R1 041 402 per annum, (all-inclusive salary package)
Grade 2: R1 142 553 – R1 188 255 per annum, (all-inclusive salary package)
Grade 3: R1 322 352 – R1 375 245 per annum, (all-inclusive salary 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; Medical Aid (Optional).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Experience Required: **Grade 1:** Appropriate qualification that allows registration with HPCSA as Medical Practitioner. **Grade 2:** Appropriate qualification that allows registration with HPCSA as Medical Practitioner with a minimum of five (05) years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** Appropriate

qualification that allows registration with the HPCSA as Medical Practitioner with a minimum experience of 10 years appropriate Experience as Medical Practitioner. Senior Certificate /Grade 12 or equivalent, An appropriate tertiary qualification (MBChB) Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner (2026/2027) Knowledge, Skills, Training And Competence Required: Knowledge and skills in managing critically ill patients. Sound communication, planning, negotiation, organising and interpersonal skills. Development of management and leadership skills. Ability to work in a multi-disciplinary team setting. Ability to work and maintain meaningful relationships in a diverse community. Ability to develop resilience and coping mechanisms in a resource limited environment. Ability to make a positive contribution in a busy hospital and community. Resuscitation courses: BLS, ACLS, PALS or APLS, ATLS, ITLS, BASIC for Doctors. Applications with ultrasound experience: Any valid ultrasound course. Applicants with experience working in an intensive care unit. Applicants who have completed any CMSA Diploma. Applicants who have passed a CMSA Primary or Intermediate exam. Applicants who have completed registrar training in a clinical discipline. Applicants who can commence duty immediately. Unendorsed valid code B drivers' license (Code 08). Currently employed applicants: Certificate of Service from current employer endorsed by Human Resource Department will be required from shortlisted candidates.

DUTIES : Provision of critical care services as determined by the Head of Critical Care at Dr Pixley Ka Isaka Seme Memorial Hospital. Clinical duties as per hospital / departmental requirements, in- and outside of the Department of Critical Care Mandatory participation in Group 3 commuted overtime. Participate in the delivery of Critical Care services for the PINK area (Pheonix, Inanda, Ntuzuma and KwaMashu) and other hospitals outside of this area that require critical care services. Provide initial resuscitative and peri-operative care of patients while maintaining the scientific principles of critical care. Maintain and continuously improve professional and ethical standards of yourself and the Dept of Critical Care through Continued Professional Development activities. Ensure sound labour relations in compliance with the relevant legislation while maintaining the interest of the patients. To provide quality care by participating in clinical audit programmes, quality assurance, quality improvement projects, patient safety incident reporting, morbidity and mortality reviews when requested. To assist in outreach programmes in the PINK area. To assist the HCU with administrative and management duties of critical care services To provide teaching and training for nurses, junior staff, interns and medical students when required. To develop an interest in research in critical care. To be able to network with other Critical Care Units.

ENQUIRIES : Dr K Govender: HCU: Adult Critical Care – Tel No: (031) 530 1475

APPLICATIONS : 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. 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. 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 : 11 December 2026

POST 43/250 : **PROFESSIONAL NURSE SPECIALTY REF NO: DPKISMH 31/2026 (X1 POST)**
Component: Psychiatric Nursing

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribed requirements).

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Experience Required: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, plus one- year Psychiatry post basic diploma. **Grade 2**: A minimum of 14 (fourteen) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years must be appropriate recognizable experience in the speciality after obtaining the 1 (one) year post basic qualification in Psychiatry. Senior Certificate Or equivalent. Basic R425 qualification (Degree /Diploma in nursing) or equivalent qualification that allows registration with South African Nursing Council as Professional nurse with Psychiatry. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2026). Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Able to plan and organize 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. Knowledge of nursing care delivery approaches and special interest in Psychiatric nursing. Good communication skills-verbal and written, Facilitation skills and coordination skills Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Information management, knowledge management, Planning and organizing. Ability to work within the multidisciplinary team. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate.

DUTIES : Provide directions and supervision for implementation of the nursing plan (clinical practice /quality patient care) Practice nursing and health care in accordance with the laws and regulations with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders' Effective management of patients, 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. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff and the necessary support for effective functioning of the unit. Promote the culture of ethics and professionalism within the nursing profession. Ensure provision of accurate statistical information for data management Participate in CPD (Continuous Professional Development). Ensure effective participation in all hospital programs e.g., IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff

ENQUIRIES : Ms S.C. Nduli – Deputy Nursing Manager Tel No: (031) 530 1565

APPLICATIONS	:	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. 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. 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	:	11 December 2026
POST 43/251	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NDW/AD-HRM/02 (X1 POST)**
SALARY	:	R487 197 – R573 897 per annum, plus, Other Benefits:13th cheque/Service Bonus, Housing allowance, Medical Aid is optional (employee must meet prescribed requirements)
CENTRE	:	Ndwedwe Community Health Centre
REQUIREMENTS	:	Senior Certificate/Grade 12 or equivalent. Degree/National Diploma in Human Resource Management/Public Management/Administration Plus At least 3–5 years appropriate supervisory experience in Human Resource component. Valid driver's license. PERSAL certificates. Computer Literacy (word processing and spreadsheet packages). Knowledge, Skills and Competencies Required: Working knowledge of health policies and current public service and health related legislation. Broad knowledge and understanding of Human Resource Management. Sound knowledge of Human Resource Practices, Staff Relations, Employee Wellness and Human Resource Development. Ability of strategic planning, execution, monitoring and evaluation. Sound knowledge of PERSAL, Project Management and Financial Management. Ability to liaise with Management. Knowledge of EPMDS. Computer literacy in word processing and spreadsheet packages. High level of information presentation.
DUTIES	:	Manage day to day functioning of the human resource management component to ensure that high-quality human resource management services are provided. Oversee HR practices, HR Planning and Development, Labour Relations, Occupational Health and Employee Wellness. Responsible for development, implementation, monitoring and evaluation of Human Resource standard operating procedures and guidelines. Implement National Core Standards and all other quality improvement initiatives. Develop Human Resource Plan for the institution which includes HR Plan, Employment Equity Plan, Operational Plan, Skills Development Plan, Annual In-service Education Plan etc. and ensure that all stakeholders are represented as the guidelines stipulated. Maintain functional HR Committees which include Employment

Equity Committee, IHETDC (Institutional Health Education Training and Development Committee), Institutional Management and Labour Committee (IMLC), Occupational Health and Safety Committee and other relevant committees. Monitor and control budget allocated to Human Resource component and clearing of suspense accounts. Ensure effective performance management in line with Employee Performance Management and other relevant prescripts. Maintain good/sound Labour peace. Ensure establishment of fully functional employee health and wellness programmes. Timeous submission of statistics, reports, returns and any other information to District Office/ Head Office. Represent HR in various committees within the institution and at district level

ENQUIRIES : Dr O Ayeni: CEO / Medical Manager, Ndwedwe Community Health Centre Tel No: (032) 532 3045

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342. Applicants are encouraged to hand deliver their applications or couriers to The Human Resource Department, P100 Canelands Road, Ndwedwe Community Health Centre, 4342 (Attention: HR Department) or apply through S'THESHA WAYA WAYA: www.eservices.gov.za or email to Samukelisiwe.Mahlaba@kznhealth.gov.za. We discourage applicants from sending applications through the postal services as the CHC will not be responsible for non-collection of those applications.

FOR ATTENTION : Assistant Director: HRM Tel No: (032) 532 3050

NOTE : The following documents must be submitted: Amended Application for Employment form new (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. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only on or before the date of the interview. No faxed or late applications will be considered. The reference number must be indicated in the column provided on form Z83, e.g. SAP2/2010. A successful candidate will be required to enter into an employment contract and a performance agreement. The appointment is subject to positive outcome obtained from the NIA for the following checks (security clearance, criminal clearance, credit records, qualification, citizenship and previous employment experience verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof from shortlisted candidates only on or before the date of the interview. 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. Due to the large number of applications, receipt of applications will not be acknowledged; however, correspondence will be limited to shortlisted candidates only and please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply for this post/s". The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Heads of components must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. "This Department is an equal opportunity, affirmative action employer, whose aim is to promote representation all levels of all occupational categories in the Department".

CLOSING DATE : 11 December 2026

POST 43/252 : **DIAGNOSTIC RADIOGRAPHER REF NO: DPKISMH 37/2026 (X1 POST)**
Component: Radiography

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum

Grade 3: R564 822 - R683 808 per annum
Benefits: 13th Cheque, Plus Housing Allowance (Employee must Meet prescribed requirements) Medical Aid (Optional)

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Experience Required: **Grade 1**: Nil experience after registration with HPCSA in respect of RSA qualified who have performed community service and 1 year appropriate recognised experience after registration as a Radiographer with HPCSA in respect of foreign nationals are not required to perform community service. **Grade 2:** A minimum of 10 (Ten) years' experience after registration with HPCSA in respect of RSA qualified who have performed community service and 1-year appropriate recognised experience after registration as a Radiographer with HPCSA in respect of foreign nationals are not required to perform community service. **Grade 3:** A minimum of 20 (Twenty years) experience after registration with HPCSA in respect of RSA qualified who have performed community service and 1-year appropriate recognised experience after registration as a Radiographer with HPCSA in respect of foreign nationals are not required to perform community service. The Post: Senior Certificate/Grade 12 or Equivalent. National Diploma/Degree in Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer. Knowledge, Skills, Training and Competence Required: Sound knowledge of radiation control and safety measures for all radiography modalities. Sound knowledge of Diagnostic Radiography procedures, computed tomography and fluoroscopy and general equipment. Computer Literacy. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests. Sound knowledge in PACS/RIS operation.

DUTIES : To provide high-quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24- hour radiographic services including weekends, public holidays and CT after hours when allocated. To perform reception, clerical duties as required. To compile shift reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele Principles. To inspect and utilize equipment professionally and thus ensure compliances with safety regulations. To participate in quality assurance, quality control and quality improvement projects and programmes. To participate and comply with the National Core Standards.

ENQUIRIES : Ms L.N. Phungula - Assistant Director: Radiographer Tel No: (031) 530 1432

APPLICATIONS : 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. 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. 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 : 11 December 2026

POST 43/253 : **EMPLOYEE ASSISTANT PRACTITIONER-EAP REF NO: KDHC 17/2026 (X1 POST)**

SALARY : R413 001 per annum (Level 08). Other Benefits:13th Cheque, Medical aid (optional) Home Owner's Allowance: Employee to meet prescribed requirements

CENTRE : King Dinuzulu Hospital Complex

REQUIREMENTS : Grade 12 (Senior Certificate). An appropriate Bachelor's degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness PLUS Current Registration with SACSSP as Social Worker or HPCSA as Counsellor. Current receipt of registration with HPCSA or SACSSP (2026 receipt) 2-5 years' experience in a counselling environment or relevant field. Computer Literacy: MS office Software Applications. Valid driver's license. Knowledge, Skills, Training and Competencies Required The incumbent of this post will report to the Assistant Director: HRMS, and will be responsible to report on activities to ensure effective and efficient services and reliable information on the EAP Services in the Hospital and as such the ideal candidate must have: Knowledge of Employee Assistant Programme and Sound knowledge in Employee Wellness. Counselling Skills. Verbal and written communication skills. Knowledge of Batho-Pele Principles. Knowledge of Policies and Procedures pertaining to EAP. Good interpersonal relationship. Knowledge in report writing. Knowledge of the Public Sector. Knowledge in developing guidelines and standards. Sound knowledge on the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management etc. Knowledge of National, Provincial, and Departmental policies, prescripts and legislation.

DUTIES : Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at KDHC. Develop, plan, manage the sub programmes of the EAP. Monitor and evaluate the Employee Wellness Programme within institution. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the KDHC. Marketing and Promotion of EWP within institution. Ensure the implementation of Special Programmes such as HCT, Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. Monitor confidential records in electronic format if all staff that access the EAP at KDHC.

ENQUIRIES : Mr F.G Cele Tel No: (031) 242 6055

APPLICATIONS : NB. No Payment of S & T And Resettlement Expenditure. Applications should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele Human Resource Department King Dinuzulu Hospital Complex P O Dormerton, 4015 Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za or KGVREGISTRY@kznhealth.gov.za

NOTE : (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). Directions To the Candidates The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number KDHC 05/2026. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security

checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 11 December 2026

POST 43/254 : **HR PRACTITIONER (HRD & PLANNING) REF NO: MAD 11/2026 (X1 POST)**

SALARY : R338 106 – R398 277 per annum (Level 07), plus 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed conditions)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Degree / National Diploma in Human Resources Management and Public Management /Public Administration. At least 2-3 years' recognizable experience in Human Resources Planning, Training and development as well as Performance Management. Knowledge, Skills and Competencies required: - Public Service Act 1994, Public Service Regulations, 1999.Basic conditions of Employment Act, 1997, Skills Development Act 1998, Labour Relations Act, SQA and the NQF. Agreement reached in the bargaining chambers in the public service. Knowledge of Employment Equity. Knowledge of the relevant policies and prescripts applicable to the work environment. Computer literacy, Problem solving, Policy analysis and interpretation, Report writing, Presentation, Advisory, Verbal and written communication skills, Planning, Facilitation, Computer literacy, Supervisory, Conflict management, Project Management and Information Management.

DUTIES : Collect and prepare statistical data in terms of HRD activities, prepare reports and minutes. Provide guidelines and assistance with regard to breach of nursing contracts. Attend meetings and be a secretariat on relevant HRD committee. Implement and supervise the implementation of Performance Management and Development System, induction and in-service training as well as Skills Audit. Develop and implement Workplace Skills Plan, HR Plan and Employment Equity Plan as well as Employment Equity Forums. Co-ordinate and supervise the implementation of Learnership, Bursaries and skills development programmes i.e. nurse trainings and conferences. Exercise delegation of authority, supervision of employees and manage the performance of employees. Advise, train and develop employees. Co-ordinate and supervise the implementation of training interventions and skills development programmes. Co-ordinate and conduct workshops in line with PMDS Policy, Training Policy and Bursaries Policy General. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead subordinates with regard to all aspects of the work and conduct discipline to supervisees. Advise and lead subordinate with regards to all aspects of the work and conduct discipline to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Support the development and participation of mentors, administrate the allocation and management of bursaries. Implement recognition of prior learning and improve qualification. Provide support and advice to supervisors and managers on the administration of Performance Management process during performance reviews. Process performance incentives (Pay Progression, Performance Bonus and Accelerated Grade Progression as well as Grade Progression.

ENQUIRIES : Mr. L.K Mnchunu Tel No: (034) 328 8148

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

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, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. 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 reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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). 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.
CLOSING DATE	:	11 December 2026
POST 43/255	:	**ADMINISTRATION CLERK (SUPERVISOR) REF NO: DPKISMH 30/2026 (X1 POST)** Component: Patient Admin, Porters and Mortuary
SALARY	:	R338 106 per annum (Level 07). Other Benefits:13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
CENTRE	:	Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS	:	Grade 12 Certificate, Computer Literacy and A minimum of 3 years relevant experience. Knowledge, Skills, Training And Competence Required: The ideal candidate must: have *a*pplicable public service policies, legislations and procedures including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Batho Pele, etc Computer Literacy and knowledge of IT equipment operation e.g., including printer, copier, scanner and data-projectors, Information and record management, including collection, collation and dissemination of data/ statistics. Can have the ability to prioritise issues and other work-related matters and adhere to timeframes. Supervisory knowledge and Good organisational skills. Excellent analytical and problem-solving skills. Good written, verbal and non-verbal communication skills. Good report writing skills and presentation skills. Have a high level of reliability and be able to operate independently. A relevant National Diploma (NQF6). Advanced computer knowledge. Unendorsed valid Code B driver's license (Code 08). Experience on Patient Administration. NB: The incumbent of this post will report to the Assistant Director: Patient Administration, Mortuary & Porter Services at Dr Pixley ka Isaka Seme Regional Hospital will be responsible to render 24 hours 7 days a week patient Administration services including public holidays.
DUTIES	:	Supervise and Conduct employee's performance reviews and compile reports. Train, develop and monitor staff including conflict management and enforce discipline. Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards is maintained. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure revenue generation as per fees manual and efficient cash management of state money. Develop, implement and monitor measures aimed at reducing patient waiting times. Ensure Mortuary and Porter Services runs optimally as per the prescripts Maintain effective, efficient and economical utilization of resources allocated to the component.

ENQUIRIES	:	Mr SC Ngubane – Patient Administration Management Tel No: (031) 530 1483
APPLICATIONS	:	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. 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. 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	:	11 December 2026
POST 43/256	:	**STAFF NURSE REF NO: LRH 09/2026 (X3 POSTS)** Re-advertisement Department: Nursing
SALARY	:	Grade 1: R229 440 - R260 520 per annum Grade 2: R272 778 – R310 890 per annum Grade 3: R319 071 – R397 392 per annum Other Benefits: 13th Cheque, (Medical Aid Optional) Plus Housing allowance.
CENTRE	:	Ladysmith Regional Hospital
REQUIREMENTS	:	Senior Certificate (Matric) or equivalent. Enrolled Nursing Certificate. Current Registration with SANC as Enrolled Nurse (2026). Knowledge, Skills, Training and Competencies: All nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as nursing Act, Health Act and scope of practice as a Staff Nurse. Good interpersonal relations, communication skills, basic writing skills, basic interpersonal skills and ability to function and work as part of a team. An understanding of the challenges facing the public health sector. Demonstrate the ability to work as part of a multidisciplinary team. Knowledge of Patient Rights Charter, Batho Pele Principles, Ethical Code of Conduct, basic labour Relations. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
DUTIES	:	Maintain client satisfaction through quality service, innovation and nursing care by upholding the principles of Batho Pele and Patients' Rights and Responsibility. Ensure that infection control and health and safety standards are maintained at all times. Ensure the effective, efficient and economical use of allocated resources. Maintain clinical professional and ethical standards related to these services. Develop establish and maintain constructive working relationship with staff and other stakeholders. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adhere to the principles of Bath Pele. Ensure the rendering of nursing care under the direct and indirect supervision of a Registered Nurse as

directed by the Scope of Practice. Maintain accurate records and confidentiality.

ENQUIRIES : Mrs. H.F Buthelezi (Assistant Manager Nursing) Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za / erick.ngxongo@kznhealth.gov.za or Courier 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 : 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 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. If you have not been contacted within three (3) months after closing date of the advertisement, please accept that your application was unsuccessful. 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. Equity Target: African Male

CLOSING DATE : 11 December 2026

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) 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 or submit a hardcopy application as directed.
Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 11 December 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided 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. The questions related to conditions that

prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. 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 that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. It is the intention of this Department to consider equity targets when filling these positions.

OTHER POSTS

POST 43/257 : **ROAD WORK FOREMAN (X6 POSTS)**
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R237 453 per annum (Level 05)
CENTRE : **Ladysmith Region (X3 Posts):**
KZ245 Team 2 (Dundee): Ref No: DOT 235/2026) (X1 Post)
KZ232/233 Team 3 (Estcourt): Ref No: 236/2026) (X1 Post)
KZ235 Team 2 (Estcourt): Ref No: 237/2026) (X1 Post)
Durban Region (X3 Posts):
Zibambele Metro: Ref No: 238/2026 (X2 Posts)
KZ292/293 Team 4 (Stanger): Ref No: 239/2026 (X1 Post)
REQUIREMENTS : NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's

licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDS. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient, have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.

DUTIES : Support road construction and/or maintenance work through, inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of rod markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Co-ordinate the blading program. Exercise control over traffic accommodation.

ENQUIRIES : Ms N Sibiya (Ladysmith Region) Tel No: (034) 312 3017/3942
Ms SA Mthethwa (Durban Region) Tel No: (031) 700 2222

POST 43/258 : **ADMINISTRATIVE CLERK (PRODUCTION): PROCUREMENT & PROVISIONING REF NO: DOT 240/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Cost Centre, Metro: Durban Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: 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. Knowledge of Public Finance Management Act. Knowledge of Asset Management. Knowledge of Loss Control. Knowledge of understanding of Supply Chain Management Procedure Management Policies. Knowledge of relevant practices notes. Knowledge of Hard Cat. Knowledge of LOCO and BAS. Knowledge of Batho Pele principles. Computer literacy. Computerised financial systems and decision-making skills. Good communication skills (both verbal and written). Interpersonal, listening, numeracy skills. Presentation and problem-solving skills. Strong analytical skills. Time management skills. Word processors and spreadsheets skills. The ideal candidate should be honest, reliable, innovative/creative, ability to work under pressure, to work individually and as part of a team and be able to maintain confidentiality, interpersonal relations, trustworthy, loyal, friendly disposition, and efficient responsible.

DUTIES : Render Demand and Acquisition clerical support. Render Asset Management and clerical support. Render logistical support service. Provide SCM administration support in the component.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/259 : **ADMINISTRATIVE CLERK (PRODUCTION): ENQUIRY REF NO: DOT 241/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : MLB Windsor Park, Durban
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of National Road Traffic Act 93 of 1996, its legislation and all relevant regulations. Knowledge of Public Finances Management Act 1999. Knowledge of Public Service Act & Regulations 1999 & Treasury Regulations. Knowledge of Labour Relations Act 1995. Knowledge of Basic Conditions of Employment Act 1997. Knowledge of National Road Traffic Information System (eNatis) and its applications.

Knowledge of Departmental vision, objectives, structures, communication channels, reporting procedures and work environment. Knowledge of Public Service Code of Conduct. Knowledge of Good Governance and Batho Pele principles. Knowledge of Access to Information,2000. Knowledge of Road Traffic Act (Act 29 of 189). Knowledge of KZN Road Traffic Act (Act 7 of 1997). Planning and organisation skills. Analytical and innovative thinking skills. Report writing and formulation skills. Interpersonal relationship skills. Problem solving skills. Good human relations skills. Good written and verbal communication skills. Computer literacy skills. The ideal candidate must be honest, reliable, innovative/creative, trustworthiness, loyal, friendly disposition, be efficiently responsible, have the ability to work under pressure, work individually and part of a team and have the ability to maintain confidentiality. He/she must also be commitment to organizational goals, have the ability to comply with performance agreements, service delivery, and value for money, must be able to work in a team, work independently, have an interest in development, be professional, accurate, be able to maintain confidentiality and be punctual.

DUTIES : Perform verification of the documentation submitted for application of the registration and licensing of motor vehicles. Capture all transactions related to the registration and licensing of motor vehicles. Collect and issue receipts for all state revenue received. Handle enquiries related to Registration and Licensing of Motor vehicles.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/260 : **ADMINISTRATIVE CLERK (PRODUCTION): STORES: ADMINISTRATIVE SUPPORT KOKSTAD REF NO: DOT 242/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Admin Support, Kokstad: Pietermaritzburg Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus a valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Basic knowledge of stores duties, procurement procedures, practices as well as the ability to capture data. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Computer literacy – be able to operate a computer and collect statistics. Ability to plan and organize. Good verbal and written communication skills. Ability to work as part of a team as well as independently. The ideal candidate should be committed to organizational goals, objectives/projects and programmes, be flexible and have good interpersonal relations. He/she should also be responsible, punctual, conscientious, receptive to suggestions and ideas, loyal, honest, a team player, accurate, comply with the code of conduct and be neat and tidy.

DUTIES : Control stock in the stores to ensure sufficient stock holdings in accordance with the computerized stores system and Practice Notes requirements. Ensure effective stock record keeping. Dispose of redundant, broken and outdated stores items. Control and maintain Zibambele and Vukuzakhe tools. Guide and support stores assistant.

ENQUIRIES : Ms G Hlabisa Tel No: (033) 392 6600

POST 43/261 : **ADMINISTRATIVE CLERK (PRODUCTION): REGISTRY SERVICES REF NO: DOT 243/2026 (X3 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required. 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 registry procedures. Computer skills. Well-developed communication skills both verbal and written. Ability to interpret and apply policy skills. Analytical and interpretation skills. Research skills. Office administration skills. Decision making skills. Planning and organization skills. The ideal candidate should be honest, reliable, innovated/creative, ability to work under pressure, ability to work individually and part of a team, ability to

maintain confidentiality. He/she must have interpersonal relation, trustworthiness, loyal, friendly disposition and efficient responsible.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

ENQUIRIES : Mr N Ndlovu Tel No: (033) 355 8622

POST 43/262 : **HUMAN RESOURCE CLERK (PRODUCTION): MANAGEMENT SUPPORT SERVICES SECTION REF NO: DOT 244/2026**
(Human Resource Administration Directorate)

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: 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 working procedures in terms of the working environment. Computer skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility and teamwork skills. The ideal candidate should be honest, reliable, an innovative/ creative thinker, Ability to work under pressure, ability to work individually and as part of a team, ability to maintain confidentiality and must have an interpersonal relation.

DUTIES : Render recruitment and selection administration support services. Render personnel administration and conditions of service support services. Process salary related matters and employee debt administration. Process employee exit and pension-related administration. Provide client support and maintain HR Information, records and statistics.

ENQUIRIES : Ms K Hlongwa Tel No: (033) 355 1135

POST 43/263 : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 245/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Road Traffic Inspectorate, Eshowe
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Computer literate. Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge Batho Pele Principles. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organization skills. Good verbal and written communication skills. good interpersonal relations skills. The ideal candidates must be able to work as a team, be honest, reliable, innovative, flexible. He/she should have ability to operate office equipment.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component (Liaise with internal and external stakeholders). Provide personnel administration clerical support services within the component. Provide financial administration support services in the components.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8071

POST 43/264 : **HUMAN RESOURCE CLERK (PRODUCTION): RECRUITMENT, SELECTION & PLACEMENT SECTION REF NO: DOT 246/2026**
Human Resource Administration Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabazima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus. A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of human resource administration, recruitment and selection processes. Working knowledge of the applicable public-service legislative and regulatory framework. Knowledge of records management, document storage and retrieval procedures. Understanding of registry practices, confidentiality requirements and document control. Knowledge of PERSAL and other relevant human resource information systems. Knowledge

of Departmental HR policies and procedures. Knowledge of compliance with POPIA and confidentiality requirements. Knowledge of Basic Conditions of Employment Act (BCEA). Computer literacy, including Microsoft Word, Excel, Outlook. Planning, organising and time-management skills. Written and verbal communication skills. Customer service and telephone etiquette skills. Data-capturing and record-keeping skills. Interpersonal skills. Problem-solving skills. Attention to detail. Ability to work independently and collaboratively as part of a team. The ideal candidate should be honest, reliable, innovative/creative, have the ability to work under pressure, individually and as part of a team, and the ability to maintain confidentiality. He/she must have good interpersonal relations, be trustworthy, loyal, have a friendly disposition and be efficient and responsible.

DUTIES : Provide general human resource administrative support. Provide clerical support for recruitment and selection processes. Provide information, guidance, assistance and training on Recruitment and Selection related matters to all customers. Compilation of statistics in respect of the advertising and filling of vacant posts.

ENQUIRIES : Mr B Hornsby Tel No: (033) - 355-8920

POST 43/265 : **HUMAN RESOURCE CLERK (PRODUCTION): EXITS SECTION REF NO: DOT 247/2026**
Human Resource Administration Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Good knowledge of applicable legislation, policies, prescripts and practices such as the Public Service Act, GEP Law and Fund rules. Working knowledge of PERSAL. Computer literacy. Knowledge of channels of communication. Ability to organise, make decisions and solve problems. Ability to interpret and apply directives. Ability to prioritise work. Ability to work under pressure and independently. Good communication skills (written and verbal). Good telephone etiquette. Good interpersonal relations skills. The ideal candidate should be loyal, trustworthy, should have integrity, be honest, responsible and accountable. He/she should also be an innovative thinker, conscientious, punctual, have a pleasant disposition, be positive and have the ability to work in a team.

DUTIES : Process all the functions of the Exits Section. Process and finalise pension documentation to GPAA. Investigate and give feedback regarding all Exits Section queries. Provide information and guidance regarding all Exits matters to all customers. Maintain statistics in respect of Exits matters.

ENQUIRIES : Ms N Mnyekwa Tel No: (033) 355 8947

POST 43/266 : **ARTISAN PRODUCTION GRADE A (MECHANICAL) REF NO: DOT 248/2026 (X2 POSTS)**
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : Grade A: R253 341 per annum, (dependent on experience), (OSD)
CENTRE : Durban Region
Mechanical (Metro)
REQUIREMENTS : (No experience required) An appropriate Trade Test Certificate in a Building Related Field; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

DUTIES : Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with materials and equipment according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test

repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register; and supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.

ENQUIRIES : Mr SS Shabalala (Durban Region) Tel No: (031) 700 2222

POST 43/267 : **ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES REF NO: DOT 249/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Cost Centre, Metro: Durban Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Job knowledge. Knowledge of legislation, policies, procedures pertaining to the Public Sector. Knowledge of the service delivery program – MDWT. Computer literacy. Knowledge of registry/archive policies and procedures. Knowledge of departmental reporting structure. Sound knowledge of legislation relating to Records Management. Accurate and correct collection and distribution of information and correspondence. Ability to interpret legislation/policies skills. Interpersonal relations skills. Ability to learn, understand and apply skills. Ability to work in a team. Planning and organizing skills. Problem solving skills. Communication skills (both verbal and written). The ideal candidate should be loyal, trustworthy, should have integrity, be honest, responsible and accountable. He/she should also be an innovative thinker, conscientious, punctual, comply with code of conduct, teamwork and must be neat and tidy.
DUTIES : The classification, control, custody and care of files in order to maintain. The control, receipt, description and flow of incoming and outgoing mail. Efficient and effective maintenance and control of adhesive and disposal of old records. The requisition, receiving and issuing of stationery and office supplies. Render an effective and efficient faxing and typing service.
ENQUIRIES : Ms F Nenga Tel No: (031) 469 8900

POST 43/268 : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 250/2026**
Road Traffic Inspectorate, Winklespruit

SALARY : R237 453 per annum (Level 05)
CENTRE : Durban Region
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of Public Service Regulations. Knowledge of Road Traffic Act 93 of 1996. Knowledge of Public Finance Management Act. Knowledge of Provincial Treasury Practice Notes. Knowledge of National Traffic Information System (eNatis). Knowledge of Road Traffic Legislation. Knowledge of Traffic and Licensing Procedures. Knowledge of Good Governance principles. Knowledge of Administrative Principles/Procedures. Knowledge of Basic Accounting System. Knowledge of Batho Pele Principles. Computer literacy. Decision-making skills. Analytical skills. Numeracy skills. Time Management skills. Problem-solving skills. Communication skills. Teamwork skills. The ideal candidates must be proactive, innovative, honest, have integrity, be reliable, committed, professional and punctual. He/she should have ability to operate office equipment. He/she must have the ability to capture accurate data to work under pressure and the ability to handle cash and other methods of payments.
DUTIES : Provide effective and efficient customer care service. Process all eNatis transactions accurately and efficiently. Process all eNatis transactions accurately and efficiently. Render financial administration support services. Handle enquiries and provide the relevant responses/solutions.
ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8071

POST 43/269 : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATIVE SUPPORT UTRECHT) REF NO: DOT 251/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Ladysmith Region:
Cost Centre, Newcastle
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: 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 working procedures in terms of the working environment. Computer skills. Planning and organisation skills. Language skills. Good verbal and written Communication skills. Interpersonal relations skills. Flexibility skills. The ideal candidate must be honest, reliable, innovative/creative, trustworthy, loyalty, friendly, responsible. He/she should have ability to work under pressure, work individually and as part of a team and the ability to maintain confidentiality.
DUTIES : Render General Administrative Support Services. Provide Records and Information Management Support. Provide Personnel Administration Support. Provide Logistical and Office Support Services. Provide Client Liaison and Compliance Support.
ENQUIRIES : Ms T Nkosi Tel No: (036) 638 4400

POST 43/270 : **ADMINISTRATIVE CLERK (PRODUCTION): AUXILIARY SERVICES (ESHOWE) REF NO: DOT 252/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Empangeni Region
Cost Centre, Eshowe
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of registry duties, practices as well as the ability to capture data, and operate 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. Computer literacy. Well-developed communication skills, both verbal and written. Ability to interpret and apply policy. Analytical and interpretation skills. Research skills. Office administration skills. Decision making skills. Planning and organizing skills. The ideal candidate must be honest, reliable, innovative, creative, trustworthy, loyal, friendly, responsible and able to work independently and in a team. He/she must be able to work under pressure, maintain confidentiality and have interpersonal relations skills.
DUTIES : Render clerical office services. Provide Supply Chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
ENQUIRIES : Ms CS Sibiya Tel No: (035) 474 2031

POST 43/271 : **ADMINISTRATIVE CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT REF NO: DOT 253/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Regional Office, Durban
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Batho Pele principles. PERSAL. Microsoft Package. Filing system and National Archives Act 43 of 1996. Record management and registry procedure. HRM duties and related fields. Computer skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. Communication skills. Interpersonal relations skills. Flexibility skills. Teamwork. Ability to maintain a strict level of confidentiality. The ideal candidate should be honest, reliable, innovative/creative, ability to work individually and as part of a team, be able to maintain confidentiality, be able to work under pressure,

interpersonal relations, trustworthiness, loyalty, be friendly disposition and efficient responsible.

DUTIES : Render human resource administration practices. Provide personnel administration clerical support services within the component. Handle routine human resource administration enquiries. Provide financial administration support services in the component.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/272 : **ADMINISTRATIVE CLERK (PRODUCTION): REVENUE CONTROL REF NO: DOT 254/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Motor Transport Services, Pietermaritzburg

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of applicable legislation, policy prescripts and practices such as the Public Finance Management Act (Act 1 of 1999). Knowledge of the Roaf Traffic Management Corporation Act (Act 20 of 1999). Knowledge of National Road Traffic Act, 1996 (Act No 93 of 1996). and relevant treasury regulations. Knowledge of eNaTIS relating to appropriate revenue/audit functions. Ability to interpret and apply policy. Problem solving skills. Good verbal and written communication skills. Computer Literacy. The ideal candidate must be able to work independently, able to work under pressure, must be honest, reliable, willing to work as a team, diligence and organization skills and dedication.

DUTIES : Reconciliation of Provincial revenue on a daily and monthly basis. Reconciliation of RTMC levies on a daily and monthly basis for the province, for the purpose of the monthly pay-over to the Road Traffic Management Corporation. Verify and update deposit slips from all Registering Authorities in KZN Province, in respect of revenue banked on daily basis. Verify and update EFT payments received from the SA Post Office in respect of revenue banked on daily basis. Correspond verbally and in writing with all Registering Authorities in KZN Province in respect of revenue collection discrepancies and outstanding documents.

ENQUIRIES : Ms Q Dlamini Tel No: (033) 395 1872

POST 43/273 : **FINANCIAL CLERK (PRODUCTION): FINANCIAL MANAGEMENT REF NO: DOT 255/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : MLB, Windsor Park: Durban Region

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Job Knowledge. Basic knowledge of financial functions, practices as well as data capture, operate a computer and collect statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manuals. Knowledge of basic financial operating systems (PERSAL, BAS LOGIS etc). Communication skills. Interpersonal relations skills. Flexibility skills, teamwork skills. Accuracy skills, aptitude figures skills, computer operating skills. Planning and organization skills. Language skills, good verbal and written communication skills. Basina numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Ability to interpret, research skills. Formulating and editing skills. Analytical and thinking skills. Report writing and formulation skills. Workshop presentation and facilitation skills. Problem solving skills. The ideal candidate should be honest, reliable, innovative/creative. Should have ability to work under pressure, ability to work individually and as part of a team, be able to maintain confidentiality. Should have interpersonal relations, be trustworthy, loyal, be courteous, efficient and responsible.

DUTIES : Assess debt-linking queries from external customers and compile waiver/write-off documentation for approval. Examine refund applications from Registering Authorities in KwaZulu Natal and prepare the required NRTA documentation to facilitate customer payments. Perform booking support services and monitor outstanding debt by resolving pending items to ensure accurate debt reconciliation. Render budget support services by investigating and verifying debt-removal applications, preparing documentation for approval and processing fee removals where applicable.

ENQUIRIES : Ms SA Mthethwa Tel No: (031) 700 2222

POST 43/274 : **SECURITY OFFICER (X2 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 256/2026
Road Traffic Inspectorate, Rossburgh Ref No: DOT 257/2026
REQUIREMENTS : Basic security Officer's Course. Basic Education and Training (NQF level 3). Knowledge, Skills and Competencies Required: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of Protection of Information Act. Knowledge of NISA and MIS. Knowledge of prescribed security procedures and authority of security officers under these documents. Knowledge of the relevant emergency procedures. Good verbal and written communication skills. Planning or organisation skills. The ideal candidates must Be creative, logical and analytical thinkers; demonstrate responsibility and self-control; work effectively under pressure and as part of a team; listen and comprehend instructions; and respond timeously.
DUTIES : Perform access control. Ensure safety in the building and the premises. Ensure that equipment, documents and stores received or existing premises are authorized. Ensure that all incidents are recorded in occurrence book\registers. Operate control room security equipment.
ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8071

POST 43/275 : **ROAD WORKER (X13 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : **Ladysmith Region (X1 Post):**
Cost Centre, Newcastle
Betterment Team Utrecht: Ref No: DOT 258/2026 (X1 Post)
Empangeni Region (X2 Posts):
Cost Centre, Eshowe
Blacktop Team Melmoth: Ref No: DOT 259/2026 (X2 Posts)
Pietermaritzburg Region (X5 Posts):
Cost Centre, Pietermaritzburg:
Betterment Team New Hanover: Ref No: DOT 260/2026 (X1 Post)
Blacktop Team New Hanover: Ref No: DOT 261/2026 (X2 Posts)
Blacktop Team Taylors Halt: Ref No: DOT 262/2026 (X2 Posts)
Durban Region (X5 Posts):
Cost Centre, Metro:
Concrete Team Umbumbulu Ref No: DOT 263/2026 (X2 Posts)
Cost Centre, Port Shepstone:
Blacktop Team Harding: Ref No: DOT 264/2026 (X1 Post)
Cost Centre, Stanger:
Signs Team Maphumulo Ref No: DOT 265/2026 (X1 Post)
Drainage Team Maphumulo Ref No: DOT 266/2026 (X1 Post)
REQUIREMENTS : Minimum NQF Level 1 or 2 (AET level 2 certificate or equivalent). Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising skills. Good verbal and written communication skills.
DUTIES : Perform routine activities in respect of road maintenance and/or construction through inter alia the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road markings and studs. Install road signs, distance markers, and barricade the work area. Crushing of road material. Brush clearing and grass cutting.
ENQUIRIES : Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms SA Mthethwa (Durban) Tel No: (031) 700 2222
Mrs MS Hlela (Empangeni) Tel No: (035) 787 1442
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) -392 6600

POST 43/276 : **CLEANER (X3 POSTS)**

SALARY : R144 024 per annum (Level 02)
CENTRE : **Durban Region (X1 Post):**

Auxiliary Services: Cost Centre Port Shepstone: Ref No: DOT 267/2026 (X1 Post)

Ladysmith Region (X2 Posts):

Auxiliary Services: Cost Centre Estcourt: Ref No: DOT 268/2026 (X1 Post)

RTI Ladysmith: Ref No: DOT 269/2026 (X1 Post)

REQUIREMENTS : AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.

DUTIES : Preparing, serving tea & washing up after tea breaks. Vacuum / sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe / dust walls & surfaces, empty rubbish bins. Polish floors.

ENQUIRIES : Ms SA Mthethwa (Durban) Tel No: (031)700 2222

Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400

ANNEXURE Z

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION



APPLICATIONS : Quoting the relevant references `applications should be forwarded to the relevant Center
Head Office: The Head of Department. Private Bag X 9489, Polokwane, 0700.Street Cnr 113 Biccard & 24 Excelsior Street, POLOKWANE, 0700
Capricorn North: The District Director Capricorn North Education District Private Bag X 9711 Polokwane 0700 Cnr Blaauwberg & Yster Street Ladanna, Polokwane.
Capricorn South: The District Director Capricorn South Education District Private Bag X 03cChueniespoort 0745, Old Parliament Complex
Lebowakgomo: The District Director Sekhukhune South Education District Private Bag X 70 Lebowakgomo 0737 Old Parliament Complex Lebowakgomo.
Mogalakwena Education District: The District Director Private Bag X 601 Mahwelereng 0626 805 Rufus Seakamela Street Mahwelereng 0626
Mopani East: Education District Private Bag X 578 Giyani 0826 Old Parliament Building. Giyani.
Mopani West: The District Director Mopani West Education District Private Bag X 4032 Tzaneen 0850 27 Peace Street Prosperitas Building Tzaneen 0850.
Sekhukhune East: The Acting District Director Sekhukhune East Education District Private Bag X 9041Burgersfort 1150. 83 Aloe Street Stand No 2314 Ext 4 Aloeridge West. Burgersfort 1150. The District Director
Sekhukhune South: Education District The District Director: Private Bag X 70 Lebowakgomo 0737 Old Parliament Complex Lebowakgomo
Vhembe East: The Acting District Director Vhembe East Education District Private Bag X 2250 Sibasa 0970 Makwarela Old Parliament Building.
Vhembe West: The District Director Vhembe West Education District Private Bag X 2250 Sibasa 0970 Block D Old Parliament Building Thohoyandou.
Waterberg: The Acting District Director Waterberg Education District Private Bag X 1040 Modimolle 051084 Limpopo Street NTK Building Modimolle 0510
Applications submitted via e-Recruitment system through the link a https://erecruitment.limpopo.gov.za

CLOSING DATE : 11 December 2026 at 14H00 (Applications received after the closing date and faxed copies will not be considered) For Internship.

NOTE : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department website, stating the post and Reference No. one is applying for as well as a comprehensive Curriculum Vitae. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Note: Applicants must meet the following requirements: satisfied the academic requirements for the advertised field of study/discipline must be submitted to only shortlisted candidates during the interview process. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. Applicants found to have participated on an internship programme in other government Departments or State Entities will be terminated.

INTERNSHIP PROGRAMME FOR THE YEAR 2027/2029

OTHER POSTS

POST 43/277 : **PUBLIC AMIN/OFFICE ADMIN INTERNSHIP**

STIPEND : R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend

CENTRE	:	Head Office: Ref No: LDoE 01(A)/2026 (X11 Posts) Sekhukhune South District: Ref No: LDOE 01(B)/2026 (X16 Posts) Sekhukhune South District: Ref No: LDOE 01(B)/2026 (X16 Posts) Vhembe East District: Ref No:LDOE 01(D)/ 2026 (X17 Posts) Sekhukhune East District: Ref No:LDOE 01 (E)/2026 (X16 Posts) Mogalakwena District: Ref No:LDOE 01 (F)/2026 (X9 Posts) Mopani West District: Ref No:LDOE 01 (G)/2026 (X13 Posts) Mopani East District: Ref No:LDOE 01 (H)/2026 (X13 Posts) Waterberg District: Ref No: LDOE 01 (I)/ 2026 (X9 Posts) Capricorn South District: Ref No: LDOE 01(J)/ 2026 (X16 Posts) Capricorn North District: Ref No: LDOE 01(K)/ 2026 (X16 Posts)
REQUIREMENTS	:	NQF Level 06/ Degree in Office Management/Public Administration /Management.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911.
POST 43/278	:	**FINANCE MANAGEMENT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 02 (A)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 02 (B)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 02 (C)/2026 (X1 Post) Mopani East District: Ref No LDOE 02 (D)/2026 (X1 Post) Mopani West District: Ref No LDOE 02 (E)/2026 (X1 Post) Vhembe East District: Ref No LDOE 02 (F)/2026 (X1 Post) Vhembe West District: Ref No LDOE 02 (G)/2026 (X1 Post) Capricorn North District: Ref No LDOE 02 (H)/2026 (X1 Post) Capricorn South District: Ref No LDOE 02 (I) /2026 (X1 Post) Waterberg District: Ref No LDOE 02 (J) /2026 (X1 Post) Mogalakwena District: Ref No LDOE 02 (K)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Financial Accounting/ Accounting Science/ Financial Management/Cost and Management Accounting
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/279	:	**HUMAN RESOURCE MANAGEMENT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification, the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 03 (A)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 03 (B)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 03 (C)/2026 (X1 Post) Vhembe East District: Ref No LDOE 03 (D)/2026 (X1 Post) Vhembe West District: Ref No LDOE 03 (E)/2026 (X1 Post) Mopani East District: Ref No LDOE 03 (F)/2026 (X1 Post) Mopani West District: Ref No LDOE 03 (G)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 03 (H)/2026 (X1 Post) Waterberg District: Ref No LDOE 03 (I) /2026 (X1 Post) Capricorn North District: Ref No LDOE 03 (J)/2026 (X1 Post) Capricorn South District: Ref No LDOE 03(K) /2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Human Resource Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals

ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/280	:	**HUMAN RESOURCE DEVELOPMENT & PERFORMANCE MANAGEMENT SYSTEM (HRD & PMS)**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDoE 04 (A)/2026 (X1 Post) Sekhukhune South District: Ref No LDoE 04 (B)/2026 (X1 Post) Sekhukhune East District: Ref No LDoE 04 (C)/2026 (X1 Post) Mopani East District: Ref No LDoE 04 (D)/2026 (X1 Post) Mopani West District: Ref No LDoE 04 (E)/2026 (X1 Post) Capricorn North District: Ref No LDoE 04 (F)/2026 (X1 Post) Capricorn South District: Ref No LDoE 04 (G)/2026 (X1 Post) Vhembe East District: Ref No LDoE 04 (H)/2026 (X1 Post) Vhembe West District: Ref No LDoE 04 (I) /2026 (X1 Post) Mogalakwena District: Ref No LDoE 04 (J)/ 2026 (X1 Post) Waterberg District: Ref No LDoE 04 (K)/ 2026 (X1 Post)
REQUIREMENTS	:	Degree/Dip in Human Resource Development/ Human Resource Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 391
POST 43/281	:	**WELLNESS SERVICE**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 05 (A)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 05 (B)/2026 (X1 Post) Waterberg District: Ref No LDOE 05 (C)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 05 (D)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 05 (E)/2026 (X1 Post) Capricorn North District: Ref No LDOE 05 (F)/2026 (X1 Post) Capricorn South District: Ref No LDOE 05 (G)/2026 (X1 Post) Vhembe West District: Ref No LDOE 05 (H)/2026 (X1 Post) Mopani West District: Ref No LDOE 05 (I)/ 2026 (X1 Post) Mopani East District: Ref No LDOE 05 (J)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Social Science/Social Work/Psychology/Environmental Health/Occupational Health & Safety
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/282	:	**CURRICULUM DEVELOPMENT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Waterberg District: Ref No LDOE 06 (A)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 06 (B)/2026 (X1 Post) Mopani West District: Ref No LDOE 06 (C)/2026 (X1 Post) Mopani East District: Ref No LDOE 06 (D)/2026 (X1 Post) Capricorn North District: Ref No LDOE 06 (E)/2026 (X1 Post) Capricorn South District: Ref No LDOE 06 (F)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 06 (G)/2026 (X1 Post) Sekhukhune South District: No LDOE 06 (H)/2026 (X1 Post) Vhembe East District: Ref No LDOE 06 (I)/2026 (X1 Post) Vhembe West District: Ref No LDOE 06 (J)/2026 (X1 Post)

REQUIREMENTS	:	NQF Level 06/ Degree in Public Admin/Public Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/283	:	**INFORMATION TECHNOLOGY**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 07 (A)/2026 (X1 Post) Waterberg District: Ref No LDOE 07 (B)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 07 (C)/2026 (X1 Post) Capricorn North District: Ref No LDOE 07 (D)/2026 (X1 Post) Capricorn South District: Ref No LDOE 07 (E)/2026 (X1 Post) Mopani West District: Ref No LDOE 07 (F)/2026 (X1 Post) Mopani East District: Ref No LDOE 07 (G)/2026 (X1 Post) Vhembe West District: Ref No LDOE 07 (H)/2026 (X1 Post) Vhembe East District: Ref No LDOE 07 (I)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 07 (J)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 07 (K)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in I.T/Computer Science/Software Development/System Analysis
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/284	:	**GOVERNANCE**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 08 (A)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 08 (B)/2026 (X1 Post) Waterberg District: Ref No LDOE 08 (C)/2026 (X1 Post) Mopani East District: Ref No LDOE 08 (D)/2026 (X1 Post) Mopani West District: Ref No LDOE 08 (E)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 08 (F)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 08 (G)/2026 (X1 Post) Capricorn North District: Ref No LDOE 08 (H)/2026 (X1 Post) Capricorn South District: Ref No LDOE 08 (I)/2026 (X1 Post) Vhembe East District: Ref No LDOE 08 (J)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Education Management, Law, and Policy
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/285	:	**LEGAL SERVICES REF NO: LDOE 09/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	LLB/B. A LAW/ B JURIS/ Bcom LAW
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals

ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 391
POST 43/286	:	**RECORDS MANAGEMENT**
STIPEND	:	R8 174.75 Per Month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 10 (A)/2026 (X1 Post) Vhembe East District: Ref No LDOE 10 (B)/2026 (X1 Post) Vhembe West District: Ref No LDOE 10 (C)/2026 (X1 Post) Waterberg District: Ref No LDOE 10 (D)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 10 (E)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 10 (F)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 10 (G)/2026 (X1 Post) Capricorn North District: Ref No LDOE 10 (H)/2026 (X1 Post) Capricorn South District: Ref No LDOE 10 (I)/ 2026 (X1 Post) Mopani East District: Ref No LDOE 10 (J)/ 2026 (X1 Post) Mopani West District: Ref No LDOE 10 (H)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Record Management/ Public Admin/HRM
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/287	:	**EMPLOYMENT RELATIONS**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head office: Ref No LDOE 11 (A)/2026 (X1 Post) Capricorn North District: Ref No LDOE 11 (B)/2026 (X1 Post) Capricorn South District: Ref No LDOE 11 (C)/2026 (X1 Post) Waterberg District: Ref No LDOE 11 (D)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 11 (E)/2026 (X1 Post) Mopani West District: Ref No LDOE 11 (F)/2026 (X1 Post) Mopani East District: Ref No LDOE 11 (G)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 11 (H)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 11 (I) /2026 (X1 Post) Vhembe West District: Ref No LDOE 11 (J)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Labour Relations/LLB/Labour Law
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/288	:	**QUALITY ASSURANCE**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Mogalakwena District: Ref No LDOE 12 (A)/2026 (X1 Post) Waterberg District: Ref No LDOE 12 (B)/2026 (X1 Post) Vhembe West: Ref No LDOE 12 (C)/2026 (X1 Post) Capricorn North District: Ref No LDOE 12 (D)/2026 (X1 Post) Mopani West District: Ref No LDOE 12 (E)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Office Assistant/Public Admin
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals

ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/289	:	**INFRASTRUCTURE**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 13 (A)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 13 (B)/2026 (X1 Post) Capricorn North District: Ref No LDOE 13 (C)/2026 (X1 Post) Capricorn South District: Ref No LDOE 13 (D)/2026 (X1 Post) Mopani West District: Ref No LDOE 13 (E)/2026 (X1 Post) Waterberg District: Ref No LDOE 13 (F)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Civil/structural Engineering/Building Science/town planning/Quantity survey/Architecture
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/290	:	**MANAGEMENT ASSISTANT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 14 (A)/2026 (X1 Post) Mopani East District: Ref No LDOE 14 (B)/2026 (X1 Post) Mopani West District: Ref No LDOE 14 (C)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 14 (D)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 14 (E)/2026 (X1 Post) Capricorn South District: Ref No LDOE 14 (F)/2026 (X1 Post) Capricorn North District: Ref No LDOE 14 (G)/2026 (X1 Post) Vhembe West District: Ref No LDOE 14 (H)/2026 (X1 Post) Waterberg District: Ref No LDOE 14 (I)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Management Assistant/Secretarial/Office Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/291	:	**EDUCATION MANAGEMENT INFORMATION SYSTEM**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 15 (A)/2026 (7 Posts) Sekhukhune South District: Ref No LDOE 15 (B)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 15 (C)/2026 (X1 Post) Waterberg District: Ref No LDOE 15 (D)/2026 (X1 Post) Capricorn South District: Ref No LDOE 15 (E)/2026 (X1 Post) Capricorn North District: Ref No LDOE 15 (F)/2026 (X1 Post) Vhembe West District: Ref No LDOE 15 (G)/2026 (X1 Post) Vhembe East District: Ref No LDOE 15 (H)/2026 (X1 Post) Mopani West District: Ref No LDOE 15 (I) /2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Information Technology
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals

ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/292	:	**MONITORING & EVALUATION**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 16 (A)/2026 (X1 Post) Capricorn North District: Ref No LDOE 16 (B)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Office Humanities/Social Science/Management/Public Administration /Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/293	:	**EXAMINATION AND ASSESSMENT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office: Ref No LDOE 17 (A)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 17 (B)/2026 (X1 Post) Waterberg District: Ref No LDOE 17 (C)/2026 (X1 Post) Capricorn South District: Ref No LDOE 17 (D)/2026 (X1 Post) Capricorn North District: Ref No LDOE 17 (E)/2026 (X1 Post) Vhembe West District: Ref No LDOE 17 (F)/2026 (X1 Post) Vhembe East District: Ref No LDOE 17 (G)/2026 (X1 Post) Sekhukhune East District: Ref No LDOE 17 (H)/2026 (X1 Post) Sekhukhune South District: Ref No LDOE 17 (I)/ 2026 (X1 Post) Mapani West District: Ref No LDOE 17 (J)/ 2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in Office Management/Public Administration /Management/ Data Capturing.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/294	:	**ORGANIZATIONAL DESIGN & JOB EVALUATION REF NO: LDOE 18/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Operations Management/ Management Services/Product Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/295	:	**KNOWLEDGE & INFORMATION MANAGEMENT REF NO: LDOE 19/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Operations Management/ Management Services/Product Management

DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/296	:	**INTERNAL CONTROL REF NO: LDOE 20/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Internal Auditing/B Com Accounting/Finance
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/297	:	**SCHOLAR TRANSPORT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Vhembe East District: Ref No LDOE 21 (A)/2026 (X1 Post) Vhembe West District: Ref No LDOE 21 (B)/2026 (X1 Post) Mogalakwena District: Ref No LDOE 21 (C)/2026 (X1 Post) Waterberg District: Ref No LDOE 21 (D)/2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in internal Auding/Finance
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/298	:	**COMMUNICATION REF NO: LDOE 22/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Communication/Journalism/Media Studies/Language Practice
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/299	:	**TELECOMMUNICATION REF NO: LDOE 23/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Management Assistant/Call Center /Public Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals

ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/300	:	**RISK MANAGEMENT REF NO: LDOE 24/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Forensic Audit and Investigation/ Risk Management
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/301	:	**SECURITY MANAGEMENT REF NO: LDOE 25/2026**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Head Office
REQUIREMENTS	:	NQF Level 06/ Degree in Security Management/Rist Management/Investigation/Policing
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/302	:	**INCLUSIVE EDUCATION**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Vhembe West District: Ref No LDOE 26 (A)/2026 (X1 Post) Head Office: Ref No LDOE 26 (B)/2026 (X1 Post)
REQUIREMENTS:	:	NQF Level 06/ Degree in Inclusive Education/Child Care/Public Administration
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3911
POST 43/303	:	**LABORATORY ASSISTANT**
STIPEND	:	R8 174.75 per month, according to qualifications of each intern. The higher the qualification the higher the stipend
CENTRE	:	Mopani West (Tivumbeni): Ref No LDOE 27 (A) 2026 (X1 Post) Vhembe West (Schoemansdal): Ref No LDOE 27 (B) 2026 (X1 Post) Vhembe West (Makhado): Ref No LDOE 27 (C) 2026 (X1 Post) Mopani East (Giyani Science Centre): Ref No LDOE 27 (D) 2026 (X1 Post) Capricorn South (Mastec): Ref No LDOE 27 (E) 2026 (X1 Post) Mogalakwena (Mokopane): Ref No LDOE 27 (F) 2026 (X1 Post)
REQUIREMENTS	:	NQF Level 06/ Degree in /Physical Science/Life Science BSc
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals
ENQUIRIES	:	Ms. Sibiya KC. 082 307 4110, Mr. Ramoroka NJ 081 308 9142, Ms. Risenga TF 081 743 9101, Ms. Segoloane MP 069 484 7714, and Ms. Serite K 069 482 3

ANNEXURE AA

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF PUBLIC, WORKS, ROADS AND TRANSPORT

APPLICATIONS	:	Applications must be submitted online through the link: erecruitment.mpg.gov.za
CLOSING DATE	:	15 December 2026 at 24h00
NOTE	:	A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated). (Only shortlisted candidates will be required to submit certified documents; all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to provide equal opportunities and practice affirmative action employment. It is our intention to promote representability in terms of race, gender, and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts. Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 43/304	:	**DEPUTY DIRECTOR GENERAL: PUBLIC INFRASTRUCTURE REF NO: DDG/PI/01**
SALARY	:	R1 885 710 per annum (Level 15), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	A Grade 12 certificate and an NQF Level 8 qualification in the Built Environment, or an equivalent qualification in a related field as recognised by SAQA. Extensive relevant experience in the built environment is required, of which at least eight (8) years must be at a Senior Management Service (SMS) level. Extensive demonstrable experience in leading or managing the planning and design of public infrastructure will be an added advantage. Appointment is subject to the signing of a performance agreement and financial disclosure. 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 therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry. Knowledge, Skills and Competencies: Knowledge in Programme and Project Management. The candidate should have ability to interact at both strategic and operational level. Good interpersonal relationships and negotiation skills are imperative. The candidate should have an understanding and functional knowledge of the following legislative policies Property Management and Construction, as well as relevant prescripts such as the Giama.

DUTIES : Provide strategic leadership and oversight for the planning, development, maintenance, and management of building infrastructure within the Province, including the delivery of facilities for the Education and Health sectors. Provide strategic direction for the planning, implementation, maintenance, and management of road infrastructure across the Province to support service delivery and economic development. Oversee and manage the implementation of the Expanded Public Works Programme (EPWP) and ensure the effective management, utilisation, maintenance, and compliance of the Provincial Immovable Asset Management portfolio. Ensure the effective governance, financial management, policy implementation, and performance management of all programmes within the Branch: Public Infrastructure to achieve departmental strategic objectives.

ENQUIRIES : Ms PN Mokhotla Tel No: (013) 766 6780
e-Recruitment Mpumalanga

OTHER POSTS

POST 43/305 : **ADMINISTRATIVE SUPPORT AND COORDINATION (OFFICE OF THE MEC) REF NO: ADS&C/02**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year A recognized B Degree / B-tech Degree, (NQF Level 7) in Public Administration/ /Public Management or Business Management (NQF LEVEL 7 as recognised by SAQA).plus relevant working experience of which (03) three years should be at a junior management level. A valid driver's licence. Knowledge, Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word, Powerpoint). Report writing and presentation skills, sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. A valid driver's licence. Knowledge of the PFMA, MFMA, Treasury regulations, Public sector Risk Management Framework, COSO Framework and King III on governance. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

DUTIES : The incumbent of the post will be responsible for the following duties: Ensure co-ordination of programmes between the Member and the Department, Provide administrative support and receptionist services, Provide registry support services in the office of the Executive Authority, Provide messenger and driver services in the Office of the Executive Authority, Provide logistical support for the meetings, Manage human resources/staff.

ENQUIRIES : Ms PN Mokhotla Tel No (013) 766 6780
e-Recruitment Mpumalanga

POST 43/306 : **ASSISTANT DIRECTOR REF NO: AD/HO/ 03**
Office of the Head of Department

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year Bachelor`Degree/National Diploma in Public Management / Business Administration. (NQF level 6 Degree as recognized by SAQA) plus 3- years' relevant experience in administrative support to Executive Senior Management Offices and valid driver's license. Knowledge, skills and Competencies: A proven track record and good understanding of the Executive Senior Management Offices, innovative thinking, problem solving, interpersonal relations and understanding of legislations that govern government. Ability to understand documents process flow and an electronic diary system. The candidate should have excellent verbal and written communication skills, organizing and planning skills, computer literacy (MS Office package) and Good Telephone etiquette. Good communication skills, high sense of responsibility, Computer literacy, strong knowledge of Legislative prescripts governing. Public Service, Proven Management & Administrative skills, analytical skills. Report writing.

DUTIES : Management of the HoD's diary, attend to day to day correspondences in the office of the HoD, proof read incoming and outgoing of documents before dispatched to relevant persons/ sub-branches. Safe keeping of official sensitive documents. Facilitate the compiling and submission of reports to relevant

offices. Coordinate HoD's meeting with all relevant stakeholders. Attending to the HoD's personal chores, management of staff. Facilitate the submission of MINMEC reports and Cabinet reports to Exco.

ENQUIRIES : Mr SI Mazibuko Tel No: (013) 766 6961
e-Recruitment Mpumalanga

POST 43/307 : **ADMINISTRATIVE OFFICER / PERSONNEL ASSISTANT TO THE OFFICE OF THE HOD REF NO: AO/PA/HO/104**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Grade 12 plus National Diploma in Public Management/Administration (NQF Level 6), plus a minimum of three years working experience in Secretarial Administration relevant experience.in Secretarial Administration and extensive relevant experience. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be an added advantage. Shortlisted candidates will be subjected to a typing test.
DUTIES : Serve as an entrance in the office of the HOD. Manage the office and personnel in the HOD's office. Effectively manage the budget of the HOD's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the HOD. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders. Consolidate reports. Remind programs about submission of reports. Keep records in the Office of the HOD.
ENQUIRIES : Ms PI Komanisi Tel No: (013) 766 6828
e-Recruitment Mpumalanga

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development 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 Youth, Woman and Persons with Disabilities

APPLICATIONS : Applications must be submitted online through the link: erecruitment.mpg.gov.za
CLOSING DATE : 11 December 2026
NOTE : Applicants are advised to apply as early as possible to avoid disappointments. 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. Applicants must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All Health/Social/ Engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post reference number on your application. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. 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. Incomplete and/or unsigned applications will not be considered. The Department of Social Development will not be

responsible for server delays. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. Suitable candidate/s 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. 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. If no response is received from Mpumalanga Department of Social Development within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. Please Note 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. (People with disabilities (PWD's) are also encouraged to apply and indicate such in their applications). The appointment will be made according to the Public Service Act of 1994, as amended. 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 positions will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three SMS candidates will undergo a competency assessment, as per the 2026 Department of Public Service and Administration Directive on the Implementation of Competency Based Assessments, Training and Development for Members of the Senior Management Services (SMS) in the Public Service.

MANAGEMENT ECHELON

POST 43/308	:	**DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: DSD/NOV/PRO/ICT/26/01**
SALARY	:	R1 317 384 per annum, (all-inclusive SMS remuneration package)
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	Senior Certificate / Grade 12 as recognised by SAQA. An undergraduate qualification in Computer Science / Information Systems / Informatics / Information Technology or related technology field (NQF level 7) as recognised by SAQA. Industry certification like COBIT, ITIL, CISSP, CISM or TOGAF are highly recommended advantage. A minimum of 5-8 in an ICT environment. At least 5 years' experience must be at Middle Management services. Extensive knowledge of Enterprise Architecture, COBIT, ITIL, ISO 27001 and Agile/Project Management Frameworks. Knowledge of Public Service Act, Public Service Regulations, PFMA, SITA Act, Electronic Communications and Transactions (ECT) Act and POPIA. A valid driver's licence. Skills and Competencies: Strategic Planning, contract management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team. Frameworks: COBIT, ITIL, ISO standards and SITA processes.
DUTIES	:	Oversee the use of ICT as a strategic resource to align with the Department overall objectives. Implement and manage enterprise ICT governance frameworks, policies and standard operating procedures. Direct the design, maintenance and security of network architecture (LAN, WAN, VPN, cloud services) hardware, software and transversal systems. Manage Service Level Agreements (SLA's)Business Agreements with SITA and vendor contracts. Manage the Directorate budget in line with the PFMA, oversee procurement/tender processes and lead staff.
ENQUIRIES	:	Ms. Pretty Sibinde Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

OTHER POSTS

POST 43/309 : **SOCIAL WORK MANAGER: OSD GRADE 1 (X4 POSTS)**

SALARY : R1 009 512 per annum, (all-inclusive MMS remuneration package)
CENTRE : Nkangala District (Emalahleni Sub-District) Ref No: DSD/NOV/NKA/EMA/26/02
Nkangala District Office Ref No: DSD/NOV/NKA/EML/26/03
Nkangala District (Emakhazeni Sub District) Ref No: DSD/NOV/NKA/EMK/26/04
Nkangala District (Thembisile Hani Sub District) Ref No: DSD/NOV/NKA/THE/26/05
REQUIREMENTS : National Senior certificate (NQF level 4) plus an appropriate Degree in Social Work (NQF level7) as recognized by SAQA. Registration with South African Council for Social Services Professions as Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be in social work policy development. Ability to compile complex reports. A valid driver's license. Competencies: Planning and organizing skills. Analytical and project management skills. Research monitoring and evaluation skills. Financial Management skills. Communication (written and verbal) skills. Presentation skills. Leadership and Negotiating skills. Professional and Counselling skills.
DUTIES : Manage provision of social welfare services to children and youth. Manage provision of health care services to children and youth. Manage provision of institutional care and development programmes. Manage provision of administrative and support services. Manage efficient and effective utilization of Human and Financial resources. Ensure implementation of Acts, Policies and procedures.
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/310 : **DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DSD/NOV/PRO/ICT/26/06**

SALARY : R921 323 per annum, (all-inclusive MMS remuneration package)
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : Grade 12 (Senior Certificate), National Diploma/bachelor's degree (NQF 6) in Information Technology / Computer Science / Information Systems / Informatics / Information Management/ICT Management / Software Development / Network Engineering or an equivalent ICT-related qualification recognised by SAQA. Certifications in ITIL and/or COBIT will serve as an advantage. A minimum of 3-5 years' experience in an ICT environment. 5 years' experience at Assistant Director level or equivalent supervisory/junior management level. Experience managing ICT projects, supervising ICT personnel, managing ICT service providers and contracts, and administering ICT infrastructure and information systems. Experience in Public Service ICT environment, SITA-related processes, PUBLIC cybersecurity management, Microsoft 365 administration, ICT governance and compliance, and digital transformation initiatives will be advantageous. Skills and Competencies: contract management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team. Knowledge of the Public Finance Management Act (PFMA) and State Information Technology Agency (SITA) Act.
DUTIES : The successful candidate will be responsible for managing and maintaining the Information and Communication Technology (ICT) environment of JICS through the implementation of ICT policies, systems, infrastructure, cybersecurity controls, user support services and digital solutions in support of the organisational mandate. Manage ICT governance, operational planning, ICT risk and compliance reporting; oversee network, server, end-user and Microsoft 365 administration; coordinate ICT procurement, asset management, service provider performance and contract management; manage user support and helpdesk services; implement cybersecurity awareness, backup, business continuity and access-control measures; coordinate ICT projects and digital transformation initiatives; ensure compliance with SITA processes, government

ICT prescripts and information security requirements. Supervise ICT staff, monitor performance and compile management reports for decision-making.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/311 : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: DSD/NOV/PRO/COM/26/07**

SALARY : R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : A minimum three-year National Diploma/bachelor's degree (NQF level 6/7) in Communications/Public Relations/Marketing/Media Studies/Journalism. Five (5) years' relevant experience as Assistant Director in strategic communications, government communications and a public relations environment. Creative writing, editing, reporting skills and innovation and other journalistic skills. Competencies: Leadership abilities and strong people skills. Ability to work under pressure and meet deadlines. Managerial and organisational experience. An understanding of commitment to government objectives, policies and programmes. Knowledge of GCIS guidelines for internal communication and website. Knowledge and understanding of South African media landscape and operations.

DUTIES : Development and implementation of communication strategies and plans. Advise on communication implications and opportunities arising from key policies and programmes. Strengthening of Department's communication system through facilitating sectional communication forum, communication cluster and other mechanisms to improve coordination, integration and delivery on Departmental communication priorities. Facilitate communication induction and capacity building Programmes. Assist and advise on Departmental communication strategies. Building effective proactive and reactive media relations by developing and implementing media strategies, plans and media relations programme. Ongoing development of communication programme and events diary. Development and implementation of communication campaigns and projects. Research and information gathering for communication purposes. Write and edit, media and news releases, speeches, opinion pieces for the media and Departmental and Provincial publications. Assist with human resources management, procurement, financial management, reporting and implementation of other internal policies. Managing all aspects of marketing, branding, advertising, events and media liaison. Facilitate delivery of the internal communication functions.

ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/312 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD/NOV/EHL/COR/26/08**

SALARY : R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District Office (Riverside)
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Public Administration/Public Management /Human Resource Management as recognised by SAQA. A minimum of 5 years' experience as an Assistant Director at junior and supervisory levels. Knowledge and understanding of the Public Service Act, Public Service Regulations, PFMA, Basic Conditions of Employment Act, EE Act and Labour Relations Act. Computer literacy with proficiency in using MS Packages. Knowledge of PERSAL system. Conflict management skills. A valid driver's licence. Competencies: Planning and organising skills. Analytical and project management skills. Research, monitoring and evaluation skills. Financial management skills. Communication (written and verbal) skills. Leadership and negotiating skills.

DUTIES : Manage and coordinate the provision of Human Resource and Development services. Coordinate and render Office Support services. Coordinate and render security management services. Coordinate and render Information communications and Technology services. Coordinate and facilitate the employee support and wellness programmes. Manage and facilitate the provision of Labour relations services.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/313	:	**DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DSD/NOV/PRO/HOD/26/09**
SALARY	:	R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE	:	Provincial Office (Indwe Building)
REQUIREMENTS	:	An appropriate Degree (NQF Level 7) as recognised by SAQA. Five years' relevant experience at Assistant Director level Junior Management level. Knowledge of Public Service legislation, regulations, and governance frameworks (e.g. PFMA and Treasury Regulations). Excellent communication skills (written and verbal). Planning and Organizational skills. Strong leadership and management capabilities. Advanced report writing and presentation skills. The ability to maintain confidentiality and always retain professional image. Good public relations. Excellent interpersonal skills for liaising with internal and external stakeholders. Ability to work in a team. Ability to work under pressure and manage competing or multiple priorities. Computer literacy (MS Word, Excel, PowerPoint).
DUTIES	:	Provide executive support to HOD. Ensure effective and efficient management of the office of the HOD. Represent the HOD in specific circumstances as may be assigned to HOD. Report on and monitor output. Manage, direct, assess written and verbal communication to and from the office of the HOD daily Monitor feedback weekly and manage system to obtain feedback and keep track of what needs to be followed up Facilitate, develop and coordinate the implementation of plans and monitor monthly and quarterly achievements based on the departmental objectives and procedures. Manage expenditure daily in terms of the approved budget of the HOD and monitor budget monthly. Attend to the preparation, compilation, editing and coordination of monthly, quarterly and annual reports as required by the MEC, HOD and Senior Management. Administer and provide support to the HOD in daily routine, including arranging appointments, travel arrangements and general logistics. Arrange meetings on behalf of the HOD both internally and externally.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/314	:	**DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DSD/NOV/PRO/HOD/26/10**
SALARY	:	R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	A minimum qualification of a bachelor's degree plus four years' appropriate work experience. Knowledge of strategy monitoring, evaluation and reporting. 5 years' experience at Assistant Director level or equivalent supervisory/junior management level. Computer literacy and understanding of the public services laws and procedures would be an added advantage. Sound knowledge of government processes and regulations. A good track record of managing strategic programme and projects. Strategic thinker who is able to work with individuals and teams at both management and operational level. Skills and Competencies: Strong verbal and written communication as well as presentation skills. Proven leadership, strategic management, financial management and project management skills.
DUTIES	:	Monitor the implementation of the annual performance plan and the detail implementation plan. Collect and consolidate the non-financial data, monthly, quarterly, midterm, 9-month and 12-month reports. Analyse progress reports on the implementation of the annual performance plan and prepare an analysis report for submission to the HOD and other relevant stakeholders on a monthly basis. Conduct impact analyses of strategies and service delivery programmes (Social Welfare services and Community Development) in the province. Monitor and evaluate NPOs funded by the Department. Develop tools and guidelines aimed at improving best practices in the programme's operations. Compile monitoring and evaluation reports for key stakeholders and assist in the compilation of the annual report. Present monitoring and evaluation reports to a variety of audiences, including policy makers, senior and middle-level managers (National and Provincial). Attend to Parliamentary queries related to the performance of the department.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/315	:	**DEPUTY DIRECTOR: TRANSFORMATION AND TRANSVERSAL PROGRAMMES REF NO: DSD/NOV/PRO/T&T/26/11**
SALARY	:	R932 292 per annum, (all-inclusive MMS remuneration package)
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	A national Diploma/ Degree in Development Studies/Public Administration/Public Management/Social Sciences (NQF level 6 and 7) as recognised by SAQA. A minimum of 3 – 5 years relevant experience in a transformation environment, policy coordination or public sector project management. 5 years' experience at Assistant Director level or equivalent supervisory/junior management level. Knowledge of the Public Service Act, Public Service Regulations, PFMA and Employment Equity policies. A valid driver's license Competencies: Strategic capability and leadership skills. Planning and organising skills. Strong analytical and problem-solving. Innovative, research, monitoring and evaluation skills. Dispute resolution, facilitation and negotiation skills. Financial management and budget planning. Communication (written and verbal). Advanced public report writing and presentation skills
DUTIES	:	Manage, coordinate and monitor provincial and national transversal strategies targeting designated groups. Oversee the department's compliance with the White Paper on the Transformation of the Public Service and Employment Equity plans. Provide direction for organisational development, modern work system design, and business improvements to optimise public service capacity. Build strategic partnerships across municipal, provincial and national departments to align transversal programs with overarching government priorities. Develop internal tracking indicators to compile compliance reports for the Public Service Commission, Auditor-General, and executive committees. Ensure strict adherence to the Public Finance Management Act and Treasury Regulations in executing the directorate budget. Manage and develop reporting staff.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/316	:	**ASSISTANT DIRECTOR: INFORMATION & COMMUNICATION TECHNOLOGY REF NO: DSD/NOV/PRO/SSS/26/13** (Server Support & Maintenance)
SALARY	:	R605 742 per annum (Level 10), plus service benefits
CENTRE	:	Provincial Office (Mbombela Square)
REQUIREMENTS	:	Senior certificate/Grade 12 and a three-year tertiary qualification in Information Technology/Computer Science/Information Systems (NQF level 6) as recognised by SAQA. 3-5 years' experience of technical IT experience, with core focus on implementing and maintaining server infrastructure, storage technologies and enterprise systems. At least 1-3 years of experience operating in supervisory or management capacity. Advantageous technical certifications include Microsoft Certified IT Professional/Solutions Expert (MCITP/MCSE), MCTS, CompTIA A, VMware, Hyper-V and ITIL foundation. Hands on experience with Active Directory (Installation, configuration and domain maintenance) Understanding of server-based systems, cloud architectures, Microsoft 565 administration, license management and enterprise security patching. Knowledge of SharePoint 2019 or SharePoint online will be an added advantage. Microsoft Development frameworks, ASP. Net, JavaScript, C#.NET, VB Net/Visual Studio, HTML/HTML5, CSS, XML and Drupal will be an added advantage. A valid driver's license. Competence: Sound knowledge in IT frameworks, IT Policies, IT system acquisition, Procurement process and deployment services. Coordinate Database management and risk assessment. Strong planning, organisational skills, problem solving, analytical, report writing, stakeholder communication and project management. Knowledge of Public Service Act, Public Finance Management Act (PFMA), National Treasury regulations and IT governance frameworks (COBIT, ITIL)
DUTIES	:	Provide server support to the Department i.e. Active directory, exchange SharePoint, Antivirus and SCCM.LAN infrastructure implementation and maintaining software deployment strategy. Provide desktop and LAN advisory services in all environments. Provide support to enterprise local IT hardware and available application to staff, install, configure, and maintain software to desktops, servers, printers, and routers. Develop standard configuration for

network equipment, desktops, server's updates and anti-virus security services and documentation thereof. Installation and commissioning of the servers and other hardware equipment. Provide guidance on cloud computing and risk management issues. Supervise ICT infrastructure, conduct tests on potential hacks, suspicious movements on the IT systems. Provide ICT security services and conduct training. Defining and monitoring SLA for maintenance of the network. Supervise hardware and software ICT Audit process and reports, provide end to end service management including helpdesk operations, cybersecurity, business continuity and user support. Develop technical specifications, manage service contracts, software licenses, hardware warranties and ICT procurement. Monitor the implementation of ICT policies, ICT standards and compliance with the DPSA ICT Governance Determinations and SITA regulations including POPIA and PAIA policies. Provide ICT reports to ICT steering committee management and supervision of resources, ICT technicians and ICT assets.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/317 : **ASSISTANT DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DSD/APR/PRO/HOD/26/12**

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Provincial Office (Indwe Building)
REQUIREMENTS : Grade 12 certificate plus 3-year National Diploma in Administration/Public Management/Public Administration (NQF level 6 as recognized by SAQA). A minimum of 3-5 years' relevant working experience. Advanced computer literacy and project management will be an added advantage. Ability to work independently and under pressure. Willingness to work long hours. Skills and competence: Extensive knowledge and comprehension of the Public Service. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PFMA, Promotion of Access to Information Act, Protecting of Personal Information Act and other applicable prescripts. Problem solving, planning and organizing. Decision making, mobilization of stakeholders, communication and presentation, report writing, conflict management, teamwork and coordination.
DUTIES : Manage the diary of the HOD. Ensure effective and efficient management of the Office of the HOD. Ensure proper management of confidential documents and maintain filing system in the Office of the HOD. Manage the correspondence and document flow. Manage official trips and accommodation requirements of the HOD. Attend and take minutes during HOD's meeting/workshops and record proceedings. Arrange logistics for meetings of the HOD. Regularly updating the HOD with the events or meetings ahead of time. Complete administrative tasks such as filing and updating records. Oversee the office budget including processing of invoices for the office. Assist other employees by ensuring they have the necessary resources. Manage performance of staff within the Office of the HOD. Manage resources (human, financial, assets/equipment) in the Office of the HOD.
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/318 : **COMMUNICATIONS OFFICER: MEDIA LIAISON AND MONITORING REF NO: DSD/NOV/PRO/COM/26/14**

SALARY : R413 001 per annum (Level 08), plus service benefits
CENTRE : Provincial Office (Mbombela Square)
REQUIREMENTS : National Diploma/degree in Media Studies/Marketing / Public Relations/Communications/Journalism or related qualification (NQF6/7) as recognized by SAQA. 3-5 years' experience in media relations or public communications. Solid understanding of government communications infrastructure, public protocol and relevant legislative frameworks. Proficiency with professional media tracking platforms. High level of integrity, capacity to remain objective under scrutiny. Willingness to travel and work irregular hours. A valid driver's license Skills and competencies: Exceptional writing, editing and proof-reading skills. Proficiency in MS Office Packages and digital content tools. Editorial judgement and media interviewing. Content management systems and social listening/monitoring tools. Planning and organizing, multi-tasking skills and working under strict deadlines. Knowledge of the Public

Service Act and Public Service Regulations, Promotion of Access to Information Act, Government communications policy and GCIS guidelines. Batho-Pele principles.

DUTIES : Act as the official operational point of contact for local, district and national journalist. Managing media queries in strict accordance with the Department's communication policy. Draft high-quality government statements, press releases, media advisories, and speaking notes for political principals and executive management. Coordinate press briefings, post Cabinet statement disseminations and department launches ensuring proper accreditation of media houses. Package comprehensive briefing files for Q&A documents for Departmental spokesperson. Conduct daily tracking of print, broadcast, digital and social media coverage. Ensure all public communications align strictly with government protocols, legislative frameworks and broader GCIS guidelines. Liaise with communication teams in other departments and state-owned entities to ensure message alignment on transversal state projects. Compile daily media briefings and monthly analysis reports. Perform administrative duties related to media procurement in compliance with SCM and PFMA prescripts.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/319 : **ASSISTANT MANAGER COMMUNITY DEVELOPMENT OSD GRADE 1 REF NO: DSD/NOV/NKA/EMA/26/15**

SALARY : R626 454 per annum, plus service benefits
CENTRE : Nkangala District Office
REQUIREMENTS : An appropriate three-year tertiary qualification. A minimum of 8 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of individual and group behaviour, its interrelations within community structures, dynamic of the community and current legislation to enable interventions. Good written and verbal communication skills. The ability and competence to manage community development structures and projects. A valid driver's license is an essential requirement.

DUTIES : Coordinate the identification, facilitation, and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery areas. Coordinate and manage community development service delivery areas 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. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/320 : **COMMUNITY DEVELOPMENT SUPERVISOR OSD GRADE 1 (X4 POSTS)**

SALARY : R471 330 per annum, plus service benefits
CENTRE : Ehlanzeni District Office (Nkomazi: Shongwe) Ref No: DSD/NOV/EHL/SHO/26/16
Gert Sibande District (Volksrust) Ref No: DSD/NOV/GER/VOL/26/17
Gert Sibande Office (Elukwatini) Ref No: DSD/NOV/GER/ELU/26/18
Nkangala District (Mdutjana Office) Ref No: DSD/NOV/NKA/MDU/26/19
Nkangala District (Mbibane Office) Ref No: DSD/NOV/NKA/MBI/26/20
REQUIREMENTS : Appropriate three-year qualification. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour, social systems and legislation to assist with interventions at the points where people interact with their environment in order to promote self-empowerment. Must have the ability and competence to co-ordinate community development structures and ability to manage projects. Community development knowledge, skills, attributes and values to engage in the social development of communities. Good Management and mentoring skills. Good verbal and written communication skills. Knowledge and understanding of the PFMA, Treasury

Regulations, etc. and Financial Management. Valid driver's license. Computer literacy. Prepared to work under pressure.

DUTIES : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and 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 both internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and establish partnerships to ensure the sustainability of development actions within the community. Supervise and guide community development practitioners to enhance their performance on community development and offer 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.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/321 : **SOCIAL WORK SUPERVISOR: OSD GRADE 1 REF NO: DSD/NOV/EHL/UMJ/26/21**

SALARY : R496 668 per annum, plus service benefits
CENTRE : Ehlanzeni: Umjindi District Office
REQUIREMENTS : An appropriate bachelor's degree in social work (NQF level 7) as recognized by SAQA. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP and a valid driver's license.

DUTIES : Ensure that social work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes are rendered. Attend to any other matters that could result in, or stem from social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher-level administrative functions.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/322 : **SOCIAL WORKER: OSD GRADE 1 (X12 POSTS)**

SALARY : R338 208 per annum plus service benefits (Level 07)
CENTRE : Ehlanzeni District (Phola/Nsikazi Office) Ref No: DSD/NOV/EHL/PHO/26/22
Ehlanzeni District (Umjindi Sub District Office) Ref No: DSD/NOV/EHL/UMJ/26/23
Ehlanzeni District (Shongwe Office) Ref No: DSD/NOV/EHL/SHO/26/24
Nkangala District (Delmas) Ref No: DSD/NOV/NKA/DEL/26/25
Nkangala District (Middleburg) Ref No: DSD/NOV/NKA/MID/26/26
Nkangala District (Mkobola) Ref No: DSD/NOV/NKA/MKO/26/27
Nkangala District (Marapyane) Ref No: DSD/NOV/NKA/MAR/26/28
Gert Sibande District (Leandra) Ref No: DSD/NOV/GER/LEA/26/29
Gert Sibande District (Amsterdam) Ref No: DSD/NOV/GER/AMS/26/30
Gert Sibande District (Evander) Ref No: DSD/NOV/GER/EVA/26/31
Gert Sibande District (Carolina) Ref No: DSD/NOV/GER/CAR/26/32
Gert Sibande District (Lothair) Ref No: DSD/NOV/GER/LOT/26/33

REQUIREMENTS : B. Degree in Social Work (NQF level 7) as recognized by SAQA. Registration with the SACSSP as a Social Worker. Basic computer literacy and a valid driver's license will be added advantages.

DUTIES : Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Must have knowledge and understanding of human behaviour and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their

problem-solving capabilities. Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Must understand and be able to provide social work services for protecting people who are vulnerable, at risk and unable to protect themselves. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/323 : **COMMUNITY DEVELOPMENT PRACTITIONER: OSD GRADE 1 (X7 POSTS)**

SALARY : R289 296per annum, plus service benefits
CENTRE : Ehlanzeni District (Marite Office): Ref No: DSD/NOV/EHL/MAR/26/34
Ehlanzeni District (X2 Mbombela): Ref No: DSD/NOV/EHL/MBO/26/35
Gert Sibande District (Elukwatini): Ref No: DSD/NOV/GER/ELU/26/36
Gert Sibande District (Carolina Office): Ref No: DSD/NOV/GER/CAR/26/37
Nkangala District: (Middleburg Office): Ref No: DSD/NOV/NKA/MID/26/38
Nkangala District (Kwamhlanga Office): Ref No: DSD/NOV/NKA/KWA/26/39
REQUIREMENTS : A National Senior certificate/Grade 12 (NQF level4). An appropriate three-year tertiary qualification. Knowledge and understanding of human behaviour, social system and legislation to assist with interventions as the points where people interact with the environment. Communication, facilitation and research skills.
DUTIES : Must have knowledge of human behaviour and social systems. Knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Provide basic counselling services and empower communities. Identify and facilitate the implementation of integrated development interventions in partnership with the community other relevant stakeholders. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development action within the community. (E.g. in Department, Provinces, NGO'S). Ability to work extended hour and under pressure. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments within the community development field to enhance service delivery.
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/324 : **PROFESSIONAL NURSE: (PN-A2) (GENERAL NURSING) REF NO: DSD/NOV/GER/GEO/26/40**

SALARY : R337 359 per annum, (plus service benefits & uniform allowance)
CENTRE : Gert Sibande District: (George Hofmeyer CYCC)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (Experience is also considered within this post level for a better salary notch) Please attach your Certificate of Service if any.
DUTIES : Provide direction and supervision for the junior personnel and implementation of nursing plan (clinical practice/quality care). Implement standards, practices, criteria and indication for quality nursing (quality of practice). Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary)
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/325 : **ADMINISTRATION CLERKS (X10 POSTS)**

SALARY : R237 453 per annum (Level 05), plus service benefits
Provincial Office (Older Persons): Ref No: DSD/NOV/PRO/OLD/26/41
Ehlanzeni District: Ref No: DSD/NOV/EHL/ADM/26/42 (X4 Posts)

Ehlanzeni District (Npo Unit): Ref No: DSD/NOV/EHL/NPO/26/43
Nkangala District (Belfast): Ref No: DSD/NOV/NKA/BEL/26/44
Nkangala District (Middleburg): Ref No: DSD/NOV/NKA/MID/26/45
Nkangala District (Moloto): Ref No: DSD/NOV/NKA/MOL/26/46
Nkangala District (Witbank): Ref No: DSD/NOV/NKA/WIT/26/47

REQUIREMENTS : Grade 12/Matric or equivalent qualification. Computer literacy certificate of 120 credits and above. Good communication skills (written and verbal). Logical and innovative thinking abilities. Ability to work in a team and under pressure. Maintain confidentiality. Experience in office administrative work will be an added advantage

DUTIES : Provide administrative support services within the component/unit. Assist with coordination of information, reports and administrative logistics. Receive and distribute incoming and outgoing mail and packages. Open files and keep database of files and clients as well as information management. File documents and maintain good record keeping system. Photocopy, scan, bind and file official correspondence and forms. Monitor office supplies and stationery. Provide secretariat support during meetings/ as and when requested. Adhere to the public sector policies

ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/326 : **SECRETARY: OFFICE OF THE DIRECTOR SCM (X4 POSTS)**

SALARY : R237 453 per annum Level 05), plus service benefits

CENTRE : Provincial Office (Office of The Director SCM): Ref No: DSD/NOV/PRO/SEC/SCM/26/48
Provincial Office (Office of The Chief Director: BSS): Ref No: DSD/NOV/PRO/BSS/26/49
Provincial Office (Director Management Accounting): Ref No: DSD/NOV/PRO/DMA/26/50
Ehlanzeni District (Office of The District Director): Ref No: DSD/NOV/EHL/ODD/26/51

REQUIREMENTS : National Senior Certificate/Grade 12/ ABET level 4 certificate. National Diploma in Office Management/Administration/Secretariat or equivalent qualification. Skills needed: Computer literacy. Good verbal and written communication skills. Typing skills. Creative and innovative thinking abilities. Excellent interpersonal skills. High level of reliability. Ability to act with tack and discretion. Preparedness to work long hours and under pressure.

DUTIES : Provide secretarial functions to the manager through organising the manager's affairs by maintaining and organising the diary, arrange meetings, confirm appointments and remind the senior manager of engagements. Prepare the senior manager's in-basket in respect of incoming communications, e-mails, telephone messages, photocopying, etc. Draft routine correspondence and reports for the senior manager. Receive telephone calls and refer the calls to the correct role players. Consolidate reports on request. Maintain a filing system for the office and Directorate. Serve as a Chief user for the office for procurement purposes. Provide clerical support service to the senior manager. Process travel and subsistence claims for the senior manager. Maintain office expenditure for the office. Maintain inventory register of all assets within the office. Keep a database of important contact numbers. Keep abreast with relevant Public Service and Departmental prescript/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/327 : **REGISTRY CLERK REF NO: DSD/NOV/GER/STA/26/62**

SALARY : R237 453 per annum (Level 05), plus service benefits

CENTRE : Gert Sibande: Lekwa Sub-District (Standerton)

REQUIREMENTS : Matric/Grade 12 Certificate (NQF Level 4) as recognized by SAQA. Computer literacy. Additional certificates in records management will be an added advantage. Good communication [written and verbal] and interpersonal skills. Ability to maintain confidentiality. Good organizing and attention to detail skills.

DUTIES : Open, close, sort and store physical and electronic files for the office in line with the approved filling plan. Receive, record and dispatch incoming and outgoing mail, packages and internal memos. Make photocopies, scan, bind

and file official correspondence. Monitor and maintain registers or electronic systems for file movements between offices and departments. Retrieving of documents from files. Ensure that the filing plan is used effectively. Prepare and package documents due for archiving or safe disposal in compliance with the National Archives guideline

ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/328 : **TELEKOM OPERATOR REF NO: DSD/NOV/NKA/KWA/26/63**

SALARY : R201 093 per annum (Level 04), plus service benefits
CENTRE : Nkangala District (Kwamhlanga Sub District)
REQUIREMENTS : Matric/Grade 12/ABET level 4 certificate (NQF level 4) as recognized by SAQA. Excellent interpersonal skills. Good communication skills (written and verbal). Ability to communicate fluently in English and at-least one local official language of the region. Computer literate. Outstanding telephone etiquette, listening skills, patience and emotional intelligence when handling difficult or distressed citizens.
DUTIES : Operate and take charge of the switchboard. Act as the first point of contact for the public ensuring professional and empathetic customer care. Provide generic departmental information to callers and screen out unsolicited/abusive calls. Receive, answer, screen and route incoming, outgoing and internal calls accurately. Handle emergency call promptly according to departmental policies. Welcome, register and direct visitors to the relevant offices. Record and dispatch incoming and outgoing mail. Update, verify and maintain internal telephone directories and staff contact lists. Assist with general administrative duties (sorting mail, photocopying, scanning) of documents. Report technical and system faults promptly with service providers. Track and report telephone abuse or unauthorized usage to management
ENQUIRIES : Ms. Pretty Sibinde: Telephone No: (013) 766 3320/ Ms. Raylene Morris: Telephone No: (013) 766 3048/ Ms. Bessy Shongwe Telephone No:[013] 766 3146

POST 43/329 : **SOCIAL AUXILIARY WORKER OSD GRADE1 (X7 POSTS)**

SALARY : R200 691 per annum, plus service benefits
CENTRE : Ehlanzeni District: Bushbucridge (Maviljan): Ref No: DSD/NOV/BBR/MAV/26/55
Ehlanzeni District: Bushbuckridge (Oakley): Ref No: DSD/NOV/BBR/OAK/26/56
Gert Sibande District (Elukwatini): Ref No: DSD/GER/ELU/26/57
Gert Sibande District (Balfour): Ref No: DSD/NOV/GER/BAL/26/58
Gert Sibande District (Pixley Kaseme Sub District): Ref No: DSD/NOV/GER/PIX/26/59
Nkangala District (Mmamethlake): Ref No: DSD/NOV/NKA/MMA/26/60
Nkangala District (Kwamhlanga): Ref No: DSD/NOV/NKA/KWA/26/61
REQUIREMENTS : Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker, Registration with the SACSSP as Social Auxiliary Worker. A valid code B drivers' licence. Competences: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues, South African Social Welfare context the policy and practice of developmental social welfare services, South African judicial system and the legislation governing and impacting of social auxiliary work. Basic knowledge of financial matters related to social auxiliary work. Skills needed: Good communication (written and verbal). Proven computer literacy: information and knowledge management (Keep precise records and compile accurate reports)
DUTIES : Provide assistance and support to social workers with rendering of social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Continuous professional development. Perform administrative support functions in support of social workers as required of the job
ENQUIRIES : Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/330	:	**CHILD AND CARE WORKER: TEAM LEADER OSD GRADE 1 RE NO: DSD/NOV/NKA/HEN/26/52**
SALARY	:	R191 694 per annum, plus service benefits
CENTRE	:	Nkangala District (Hendrina Secure Care Centre)
REQUIREMENTS	:	Grade 12/recognized FET certificate/Diploma/ Degree in Child and Youth Care Work Development. A minimum of 7 years in Child and Youth Care after obtaining the required qualification. Current registration with the SACSSP council as Child and Youth Care Worker. Experience in Child and Youth Care Work will be an added advantage. A valid driver's licence Competencies: Good communication skills. Problem solving and conflict management. Planning and organising skills. Computer literate. Monitoring and evaluation skills.
DUTIES	:	Serve as a team leader to the Child and Youth Care Workers during a shift. Oversee the admission and related activities of children and youth to the care facility. Oversee the access children/youth to medical services. Oversee the implementation of planned activities, developmental and therapeutic programmes. Oversee basic life space work. Undertake inspections during a shift and report on incidents and problems identified. Perform administration work related to the job. Oversee completion of daily registers e.g. books, medication registers, incident reports etc. Ensure that attendance registers are signed and kept up to date.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/331	:	**CHILD AND CARE WORKER:OSD GRADE 1 (X2 POSTS)**
SALARY	:	R191 694 per annum, plus service benefits
CENTRE	:	Nkangala District (In-Patient Treatment Centre): Ref No: DSD/NOV/NKA/NITC/26/53 Nkangala District: (Leseding Woman Centre): Ref No: DSD/NOV/NKA/LES/26/54
REQUIREMENTS	:	An appropriate recognised NQF Level 4 in Child and Youth Care Worker or Grade 12 with relevant experience in Child and Youth Care Work environment. Current registration with the SACSSP Council as a Child and Youth Care Worker. Ability to mentor children and youth with maturity, patience and sensitivity. Valid Driver's license.
DUTIES	:	Receive children and youth beneficiaries into the care facility after admission. Ensure that children and youth receive medical services. Assist with the implementation of planned activities, development therapeutic programmes. Engage in basic life space work to promote development and care of children and youth. Perform administration work relevant to the job.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/332	:	**HOUSEHOLD AIDE REF NO: DSD/NOV/GER/ETH/26/64**
SALARY	:	R144 024 per annum (Level 02), plus service benefits
CENTRE	:	Gert Sibande District (Ethokomala CYCC)
REQUIREMENTS	:	NQF level 1 or 2/ABET level 2. Ability to read and write. Ability to apply hygiene measures in the workplace. Ability to understand orders and instructions. Ability to work in a team and under pressure.
DUTIES	:	Ensure cleanliness and tidiness of all areas allocated for cleaning. Remove garbage and disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. Washing dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material. Keep cleaning equipment safe, clean and in an efficient working condition. Store all cleaning equipment and products neatly in the designated cupboards. Report shortage and faulty machine/equipment. Report any item of equipment that needs to be repaired. Implement simple security measures such as locking doors and closing windows.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

POST 43/333	:	**GENERAL ASSISTANT (X4 POSTS)**
SALARY	:	R144 024 per annum (Level 02), plus service benefits
CENTRE	:	Nkangala District (Mmamethlake Office): Ref No: DSD/NOV/NKA/MMA/26/65 Nkangala District (Marapyane Office): Ref No: DSD/NOV/NKA/MAR/26/66 Nkangala District (Mdutjana Office): Ref No: DSD/NOV/NKA/MDU/26/67 Gert Sibande District Office: Ref No: DSD/NOV/GER/26/68
REQUIREMENTS	:	ABET level 3/Grade 10/Standard 8 and previous cleaning experience. Ability to work under pressure and remain focused towards productivity. Basic knowledge of the utilisation of cleaning and gardening equipment will be an added advantage
DUTIES	:	Sweeping, vacuuming, mopping floors, dusting surfaces and polishing furniture. Cleaning of toilets, washrooms and handling refuse bins. Assist with basic property maintenance, setting up rooms and organising equipment. Provide both cleaning and gardening duties in the office of appointment. Assist with packing yard stock, loading or offloading vehicles and collecting parcels. Wash government vehicles allocated to the office both inside and outside. Prepare and serve refreshments to clients and officials during meetings. Keep equipment clean and in good working condition. Report damage or faulty equipment promptly. Safekeeping of household and gardening equipment, as well as crockery and cutlery in the kitchen. Keep a register of cleaning materials that are distributed. Manage storerooms, tracking supplies and restocking perishables or cleaning items.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146
POST 43/334	:	**CLEANER (X2 POSTS)**
SALARY	:	R144 024 per annum (Level 02), plus service benefits
CENTRE	:	Gert Sibande District (Breyten): Ref No: DSD/NOV/GERT/BRE/26/69 Gert Sibande District (Lekwa Sub-District Office): Ref No: DSD/NOV/GER/LEK/26/70
REQUIREMENT	:	ABET level 3/Grade 10/ Standard 8. Skills needed: Ability to work under pressure and remain focused towards productivity. Basic knowledge of health and safety. Knowledge of the utilisation of cleaning and gardening equipment. Ability to perform routine tasks.
DUTIES	:	Sweeping, vacuuming, mopping floors, dusting surfaces and polishing furniture. Cleaning of toilets, washrooms and handling refuse bins. Assist with basic property maintenance, setting up rooms and organising equipment. Provide a clean and conducive working environment both inside and outside the offices to the officials and clients. Ensure general hygiene. Serve refreshments to clients and officials during meetings. Be able to prioritize work and keep equipment clean and in good working condition. Responsible for safekeeping of household items, gardening equipment, as well as crockery and cutlery in the kitchen. Report any defects in the workplace to the immediate supervisor. Keep a register of cleaning material that is distributed. Manage storerooms, track supplies and restock perishables or cleaning items.
ENQUIRIES	:	Ms. Pretty Sibinde: Tel No: (013) 766 3320/ Ms. Raylene Morris: Tel No: (013) 766 3048/ Ms. Bessy Shongwe Tel No:[013] 766 3146

ANNEXURE BB

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at T & I Building, 69 Monument Heights, Office of the Premier, Ground Floor (Security) and/or email applications to: odpodpi2026@ncotp.gov.za

FOR ATTENTION : Ms. K. Moremi

CLOSING DATE : 11 December 2026

NOTE : The Northern Cape Office of the Premier is committed to providing equal opportunities and practising affirmative action employment. We intend to promote equity through the fulfilment 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 females as per the Northern Cape Office of the Premier Employment Equity Targets. Women and people with disabilities are encouraged to apply. Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated; however, the initial on the second page of the form is not mandatory. The form is obtainable from any Public Service Department or on the DPSA website, www.dpsa.gov.za. Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by a detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees, and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in a manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Failure to provide information on the CV as requested the applicant may be disqualified. Applications received after the closing date will, as a rule, not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for the interview process on a date, time and place as determined by the Department. 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) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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/ Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct, and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or

conducting 162 any business with an Organ of State and whether he/she is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointments. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POST

POST 43/335 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN AND PROCESS IMPROVEMENT REF NO: ODP/OD&PI/2026**
(This is a re-advertisement; applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY : R413 001 per annum (Level 08)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a Bachelor's Degree (NQF Level 7) in Organisational Design/ Development, Organisation and Work Study, Human Resource Management, Industrial and Organisational Psychology, Public Administration or other closely related area of study. The degree, if not in Organisational Design/ Development, should be augmented with an additional qualification (Certificate) in Management Services, or Organisational Design. Applicants must be in possession of a Job Evaluation Certificate (Trained Analyst). Applicants must hold all required certificates and reflect them in their CV. A minimum of three (3) years' relevant experience in organisational design, Work-study, Management Services, organisational development, business process management, job evaluation, or a related organisational development environment. Experience in a provincial or national government organisational design environment, including organisational design, organisational functionality assessments, business process improvement, provincial coordination, Job Evaluation, benchmarking and committee secretariat services will serve as an added advantage. Competencies: The following key competencies and skills are required for the position: Analytical Thinking, Problem Solving, Planning and Organising, Research and Information Analysis, Results Orientation, Client Service Orientation, Communication and Information Sharing, Teamwork and Collaboration, Project Coordination, Quality Orientation, Attention to Detail, Continuous Improvement Orientation, Policy Interpretation and Application, Project coordination; facilitation; presentation; negotiation; quality assurance; innovation; continuous improvement; advisory and consultation skills. Knowledgeable of the Public Service Act, 1994 and Public Service Regulations, 2016, Organisational Design Frameworks and Methodologies. Organisational Functionality Assessment (OFA) Framework. Work-study principles and workload measurement methodologies, Business Process Management (BPM) and Process Mapping techniques, Service Delivery Model (SDM) development principles, Standard Operating Procedure (SOP) development methodologies, Job Evaluation System (JE) and applicable DPSA directives, Organisational development and change management principles, public sector governance and organisational structures, Monitoring and Evaluation principles, Benchmarking techniques, Records and information management, Committee governance and secretariat practices, Batho Pele Principles, Code of Conduct for the Public Service and applicable legislation, Organisational analysis. Data collection, Work-study and workload analysis, Report writing and technical drafting, Stakeholder liaison and relationship management, Computer literacy (Microsoft Word, Excel, PowerPoint and Outlook).
DUTIES : Support the Development of Provincial Organisational Development Policies, Frameworks and Guidelines. Support the drafting of organisational development policies, frameworks, standards, toolkits and templates. Participate in the development of provincial business process management, functional analysis and Standard Operating Procedure (SOP) guidelines. Provide technical support to provincial departments on organisational development matters. Conduct preliminary quality assurance of organisational structures, reports and related documentation. Prepare draft advisory notes, technical guidance and correspondence. Support provincial organisational

development forums and technical meetings. Monitor implementation of service delivery improvement initiatives, organisational functionality assessments, business process management initiatives and Standard Operating Procedures. Analyse organisational development information and identify trends, risks and areas requiring intervention. Compile statistical reports, management reports, dashboards and monitoring information. Provide secretariat support to the Provincial Job Evaluation Panel. Maintain the provincial Job Evaluation database and records management system. Conduct provincial benchmarking exercises and organisational development Research.

ENQUIRIES : Ms. R. Mookrey Tel No: (053) 030 0727

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 25 January 2027

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/336 : **STATE VETERINARIAN: VETERINARY INTERNATIONAL TRADE FACILITATION REF NO: AGR 67/2026 (X3 POSTS IN CAPE TOWN)**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : NQF level 8 BVMch/BVSc as recognised by the South African Veterinary Council; Compulsory registration with the South African Veterinary Council (SAVC) as a veterinarian; A minimum of 1 year post qualification experience; A valid driving license. Competencies: Knowledge of the following: Veterinary public health, food safety and quality assurance principles; Application of veterinary, meat safety and related regulatory requirements; Import and export certification requirements and international veterinary standards. Skills in the following: Inspection, auditing and compliance assessment; Analytical, problem-solving and risk assessment; Good written and verbal communication; Stakeholder engagement and customer-service; Report writing and record-management; Computer literacy and ability to work with electronic information and certification systems; Ability to work independently and as part of a multidisciplinary team; Planning, organising and time-management; Ability to work accurately under pressure and manage competing operational priorities; Ability to work in environments where there may be exposure to animal products, biological hazards and infectious disease risks; Physical ability to undertake inspections, including walking through facilities, cold rooms, loading areas and other operational sites; Ability to work accurately under pressure and meet time-sensitive certification and service-delivery requirements.

DUTIES : Provide Animal Health services; Provide training and awareness programs (veterinary extension services) to communities with regard to Animal Health; Render a Veterinary Laboratory Diagnostic and Epidemiology Service; Render a Veterinary Public Health service; Render an animal disease surveillance service; Provide training and awareness programs (extension services) to communities with regards to VPH; Implement contingency plans and conduct risk assessments for the mitigation of outbreak of diseases; Perform all administrative and related functions.

ENQUIRIES : Dr VC Henwood Tel No: (021) 808 7606

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 43/337 : **COMMUNICATIONS OFFICER: DEPARTMENTAL COMMUNICATION SERVICES (ELSENBURG, STELLENBOSCH) REF NO: AGR 68/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in communication, public relations, marketing, social media or similar; A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Communication policy and strategies; Communication / Public Relations / Marketing / Social Media Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Excellent Communication skills (written and verbal); Ability to work independently and as part of a team; Creating and maintaining good relations with people from all walks of life.
DUTIES : Social Media and Digital Content Management: Develop and manage departmental social media content, including planning, creating, editing, scheduling and publishing engaging multimedia content across approved platforms; Monitor audience engagement, analyse performance, report on insights and keep up to date with emerging digital trends; Website and digital content management: Maintain, update and optimise the departmental website to ensure content is accurate, current, accessible, user-friendly and aligned with departmental communication objectives; Coordinate website content with internal units and monitor website analytics to assess user engagement and inform continuous improvements; Ensure consistent messaging across digital platforms; Develop and implement communication campaigns and products: Develop, coordinate and manage departmental communication material and publications, including brochures, posters, newsletters, videos and mandatory documents. Support the planning and implementation of departmental events, exhibitions, activations and stakeholder engagements by providing communication, branding and promotional support, while monitoring campaign effectiveness; Implement, monitor and enhance the Department's corporate identity and brand based on the WCG corporate identity guidelines: Develop and implement brand awareness initiatives, ensure consistent application of departmental branding across all communication platforms, and provide guidance to directorates on the correct use of branding and templates; Communication Strategy and Stakeholder Engagement: Develop and implement a social media strategy and content plan aligned with departmental priorities and strategic objectives, while building stakeholder relationships, contributing to transversal communication initiatives and supporting internal communication.
ENQUIRIES : Mary James Tel No: (021) 808 5008
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 43/338 : **CANDIDATE SCIENTIFIC TECHNICIAN: CROPPING SYSTEMS - TYGERHOEK RESEARCH FARM, RIVIERSONDEREND REF NO: AGR 64/2025 R1**
(3-Year Contract Position)

SALARY : R352 299 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree or higher qualification in Agronomy/Crop Science or equivalent qualification; Registration with SACNASP as a Candidate Natural Scientist in the appropriate scientific field, is compulsory within 6 calendar months after appointment; A valid driving license (code B). Competencies: Working knowledge of the following: Research environment, small grain cropping systems (including crops, cultivation, plant-soil water interaction); Conservation and regenerative agriculture; Cash crops and pastures used in the Western Cape; Use, settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research projects; Major crops in the

Western Cape Technical planning skills; Technical management skills; Communication skills (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

DUTIES : Render basic technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions which would include: contributing to compilation of reports as required; Control assets allocated to projects; Monitor expenditure; Supervise personnel; Comply with the Public Service prescripts; Render basic advice and disseminate technical information to applicable role players through inter alia: Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Prof J Strauss Tel No: (021) 808 5479

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 43/339 : **FARM FOREMAN: FACILITY MANAGEMENT-PLANT SCIENCES (ELSENBURG) REF NO: AGR 69/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Senior certificate Grade 12 (equivalent or higher qualification); A minimum of 1 year relevant experience; A valid (Code B) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and good understanding of: Operating equipment; Skills in the following: Numeracy; Literacy; Supervisory; Communication; Driving.

DUTIES : Oversee the execution of routine activities in respect of crop production; Oversee the execution of routine activities in respect of livestock; Oversee the execution of general farm routine activities; Oversee the execution of general routine activities in respect of infrastructure and Perform all administrative and related functions.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 43/340 : **LABORATORY ASSISTANT: BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE (ELSENBURG) REF NO: AGR 65/2026**

SALARY : R201 093 - R236 877 per annum (Level 04)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of laboratory (soil, plants and water); Good analytical skills, attention to detail, technical accuracy; Computer literacy; Must be able to plan to and meet strict deadlines; Ability to work under pressure and follow methods.

DUTIES : Prepare samples for the determination; Perform routine analysis of samples under mentorship/ supervision of senior personnel; Perform basic maintenance on selected equipment and instrumentation; Report all faulty equipment and instrumentation; Maintain tidiness of laboratories; Clean/ sterilize glassware and equipment; Perform administrative and related functions including complying with health and safety regulations.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 43/341 : **ASSISTANT AGRICULTURAL PRACTITIONER REF NO: AGR 57/2025 R2 (X2 POSTS AVAILABLE IN CAPE METROPOLE AND WEST COAST)**
3 Year Contract Position

SALARY : R201 093 - R236 877 per annum (Level 04)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); Compulsory registration with South African Council for Natural Scientific Professions (SACNASP); A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of extension methodologies; Good communication skills; Job Related Skills; Ability to communicate with clients and farmers; Basic reporting skills; Basic level of public speaking; Group dynamics understanding.
DUTIES	:	Assist in rendering general agricultural advice to internal and external clients so as to ensure sustainable development; Assist in providing technical support on all agricultural projects, food security initiatives, and land development support programmes and also assist with planning, advice, facilitation of training and aftercare; Assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organised agriculture; Assist in promotion of sustainable production of agricultural products; Perform administrative and related functions.
ENQUIRIES	:	Mr J Aries Tel No: (021) 808 5103
APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 43/342	:	**TRADESMAN AID: BUILDING MAINTENANCE (ELSENBURG) REF NO: AGR 53/2026**
SALARY	:	R170 226 – R200 523 per annum (Level 03)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	NQF level 3 (equivalent or higher qualification). Competencies: Knowledge and understanding of a limited range of work procedures; Skills in the following: Good interpersonal skills; Ability to work within a team; Physically fit to perform manual tasks, including lifting and moving equipment.
DUTIES	:	Assist with plumbing and maintenance work; Support repairs and emergency breakdowns; Prepare work tools and materials; handle and transport materials, tools and equipment; Monitor inventory of tools and materials; Maintain cleanliness and order; Assist with general maintenance tasks.
ENQUIRIES	:	Mr C Walters Tel No: (021) 808 5259
APPLICATIONS	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1.Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
NOTE	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 43/343	:	**TRADESMAN AID: BUILDING MAINTENANCE (ELSENBURG) REF NO: AGR 54/2026**
SALARY	:	R170 226 – R200 523 per annum (Level 03)
CENTRE	:	Department of Agriculture, Western Cape Government
REQUIREMENTS	:	NQF level 3 (equivalent or higher qualification). Competencies: Knowledge and understanding of the following: Limited range of work procedures relevant to carpentry and general work maintenance; Safe use and handling of carpentry tools, equipment and materials; Occupational health and safety; Handling, storage and care of tools and materials; Skills in the following: Numeracy; Basic computer Literacy; Good communication; Ability to operate and use relevant tools and equipment.

DUTIES : Assist with carpentry and maintenance work; Preparation and handling of materials; Tools and equipment; Maintenance and repair support; Workplace housekeeping and safety; General support.

ENQUIRIES : Mr Viven Govender Tel No: (021) 808 5422

APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1.Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 25 January 2027

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/344 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2026 R1**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year post school qualification at NQF level 6 (equivalent or higher) in Commerce, Business Administration or related field as recognised by SAQA; 3 years middle management experience; A minimum of 3 years' experience in small business / MSME development; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies:

Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.

DUTIES : Develop, implement and monitor programmatic initiatives to facilitate MSME access to nonfinancial and financial support; Promote entrepreneurship to contribute towards an entrepreneurial culture; Develop and implement strategies, policies, plans and programmatic initiatives for micro, small, and medium enterprise development; Facilitate micro, small, and medium enterprise ecosystem collaboration and partnership; Provide strategic support to provincial and municipal enterprise initiatives; Administration (Financial Management and People Management).

ENQUIRIES : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628

POST 43/345 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 14/2026**

SALARY : R487 197 - R584 370 per annum (Level 09).

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA (equivalent or higher qualification); A minimum of 5 years' relevant experience in information management and data management. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices; Information systems that aid in the management of knowledge and information; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Information management; Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Records management systems; Electronic content management; Policies and prescripts related to records and knowledge management. Skills in the following: Numeracy; Computer Literacy; Language; Planning and organising; Problem-solving; Analytical; Facilitation and presentation; Communication skills (written and oral); People management and empowerment.

DUTIES : Establish, maintain and continuously improve knowledge and information services within the Department; Institutionalise and maintain electronic content management (ECM) systems; Develop and maintain departmental physical records system; Implement and maintain a registry service; Managerial functions; Develop and maintain a knowledge Management Plan and implementation Plan; Support the coordination of ICT plans and risk management within the Department; Manage the Security function.

ENQUIRIES : Ms C Julies Tel No: (021) 483 9000

POST 43/346 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 31/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate qualification at NQF level 6 (equivalent or higher); A minimum of 3 years relevant experience in enterprise development, township economy support, and administration. Competencies: Knowledge of the following: Economics; Application of statistical information; Public administration; Applicable legislative and regulatory requirements, policies and standards;

Project management; Computer software programmes. Skills in the following: Stakeholder Management; Computer Literacy; Language; Information Technology; Formal Training; Financial Analysis; Strategic Planning; Facilitating; Negotiating; Communication; Problem Solving; Decision Making; Applied Strategic Thinking; Creative Thinking.

DUTIES : Support the development and implementation of township economy and MSME development initiatives; Facilitate access to business development support, finance and capacity-building opportunities; Support market access, procurement and enterprise growth opportunities; Facilitate stakeholder partnerships and ecosystem coordination; Support entrepreneurship promotion and the development of the township entrepreneurial pipeline; Monitoring, reporting and identification of gaps and blockages affecting enterprise development.

ENQUIRIES : Mr J Peters Tel No: (021) 483 9417

POST 43/347 : **ASSISTANT DIRECTOR (INTERNAL CONTROL): ASSURANCE SERVICES REF NO: DEDAT 09/2026 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate Bachelors Degree (NQF Level 7) equivalent or higher qualification; A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions); Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management. Skills in the following: Report writing; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training; Provide fraud and losses management services; Manage and undertake all administrative functions required with regard to financial and HR management.

ENQUIRIES : Ms B Mott Tel No: (021) 483 9088

POST 43/348 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025 R2**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy; Management; Customer service; Project Management; Accounting, Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; People Management; Research.

DUTIES : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting: Coordinate, review, analyse and quality assure the budget preparation process; Reporting:

		Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
ENQUIRIES	:	Mr R Le Breton Tel No: (021) 483 9158 /Robert.Lebreton@westerncape.gov.za
POST 43/349	:	**STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DEDAT 30/2026 (X2 POSTS)**
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS	:	An appropriate 3-year post school qualification at NQF level 6 as recognised by SAQA (equivalent or higher qualification); A minimum of 1 year relevant experience in a financial management environment. Competencies: Knowledge of the following: Policy Development; Budgeting process; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions; Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks; Government Financial Systems. Skills in the following: Numeracy; Computer Literacy; Language; Accounting, Finance and Audit; Report writing; Organising and planning; Communication skills (written and verbally); Analytical; Presentation; Budgeting skills; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving.
DUTIES	:	Execute general internal control services by ensuring proper governance as follow: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Co-ordinate and maintain appropriate delegation and governance framework; Render advice on policy development i.e. SCM; Manage and consolidate responses as determined by the department on draft legislation, regulation treasury instructions and frameworks; Maintain and update a database of all issued policies and finance instructions; Provide governance and support services; Provide fraud management; Losses management services.
ENQUIRIES	:	Ms Bronwen Mott Tel No: (021) 483 9088

DEPARTMENT OF THE ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE	:	25 January 2027
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 43/350 : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITIONS REF NO: EADP 45/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of the Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Logis, Electronic Procurement System (EPS), Western Cape Supplier Evidence Bank (WCSEB) and Central Supplier Database (CSD). Skills in the following: Numeracy; Literacy; Language; Computer Skills (SCM Systems); Planning and organisation; Good verbal and written communication skills; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Planning and organisation.
DUTIES : Render asset management clerical support; Render demand and acquisition clerical support; Render logistical support services; Facilitate records and information management of the unit.
ENQUIRIES : Ms. D Swartz Tel No: (021) 4834471.

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 : 11 December 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.

OTHER POSTS

POST 43/351 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALIST) (CHILD AND ADOLESCENT PSYCHIATRY)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
(A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Subspecialist in Child Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Subspecialist in Child Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 2:** A minimum of 5 years’ appropriate experience as a Medical Subspecialist in Child Psychiatry, after registration with the HPCSA a Medical Subspecialist in Child Psychiatry (or a recognised foreign Health Professional Council in respect of a foreign qualified employee), as a sub-specialist in child psychiatry. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Subspecialist in Child Psychiatry after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a

Medical Subspecialist in Child Psychiatry. Inherent requirement of the job: Willingness to travel within the District and Metro Region. Willingness to do off site outreach and support and strengthen the catchment area ecosystem. Valid Driver's Licence. Competencies (knowledge/skills): Appropriate experience in the assessment and management of child psychiatric disorders as a medical specialist. Provide comprehensive clinical care for children and adolescents with complex psychiatric. presentations, including tertiary-level management within a multidisciplinary team setting. Proven leadership abilities. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Computer literacy and ability to conduct online meetings and presentations.

DUTIES : Provide comprehensive clinical care for child and adolescent patients, including assessment, diagnosis, treatment, and rehabilitation in both inpatient and outpatient settings. Lead multidisciplinary teams, coordinate care across disciplines, and establish effective clinical leadership structures within the service. Strengthen referral pathways and collaborate with district and metro health services to support continuity of care and mental health service development. Ensure adherence to clinical governance protocols, supervise staff in quality assurance practices, and implement risk management systems. Monitor and manage clinical resources, staffing, and performance indicators in alignment with institutional goals and the Functional Business Unit (FBU) model. Provide teaching and supervision for undergraduate and postgraduate students, support in-service training, and promote research within the Child and Adolescent Psychiatry service.

ENQUIRIES : Dr S Lintnaar Tel No: (021) 370-1314

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 with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status). The pool of applicants will be considered for other similar posts within the Chief Directorate Metro Health Services, for a period of 3 months from date of advert.

POST 43/352 : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY: GYNAECOLOGICAL ONCOLOGY)**

SALARY : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 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 qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Gynaecological Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist in Gynaecological Oncology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in a recognised subspecialty in Gynaecological Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in a recognised subspecialty in Gynaecological Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in a recognised subspecialty in Gynaecological Oncology. Inherent requirement of the job: Commuted overtime is compulsory. Ability to work after-hours providing an emergency service. Competencies (knowledge/skills): Computer literacy. Competency to provide surgical services, medical care and palliative services to women with gynaecological cancers. Competency to manage challenging surgical cases,

as well as the complications thereof. Ability to triage and manage the service in terms of ecosystems and allocation of resources.

DUTIES : To provide evidenced based care of women with gynaecological cancers. Surgical competence in dealing with Gynaecological cancers. -To also provide general gynaecology service for emergency services, as well as teaching of undergraduates, postgraduates (registrars and subspecialist trainees). To develop research interests and supervise students. To engage in a multidisciplinary gynaecological oncology platform to ensure evidenced based care in limited resource settings.

ENQUIRIES : Prof T Adams, Tracey.Adams@uct.ac.za or Prof M Matjila, Mushi.Matjila@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). -Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all appointments may be called upon to work across this platform and may include service delivery 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 43/353 : **MEDICAL OFFICER GRADE 2 TO 3 (HIV/HAST)**
Chief Directorate: Metro Health Services

SALARY : 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 : New Somerset Hospital

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. Experience: **Grade 2:** A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a 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 in South Africa. **Grade 3:** A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a 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 in South Africa. Inherent requirement of the job: A Diploma in HIV Management of the Colleges of Medicine of South Africa [or an equivalent recognised postgraduate qualification in HIV medicine. Competencies (knowledge/skills): Appropriate clinical experience in HIV and TB management, including management of complex adult and paediatric HIV/TB patients and coordination of clinical services, is required. Ability to lead and coordinate a multidisciplinary service, supervise staff, support clinical decision-making and implement clinical protocols. Excellent interpersonal communication, teaching, problem-solving, organisational and administrative skills. Ability to maintain accurate clinical records, write comprehensive referrals and reports, and use electronic clinical and programme information systems. Experience in clinical audit, quality improvement, programme monitoring, safe prescribing and management of clinical resources and expenditure.

DUTIES : Provide comprehensive clinical management of neonates, children, adolescents and adults with HIV/TB and related infectious diseases in secondary-level referral clinics, with specialist support when required. Provide

inpatient consultations, clinical advice, discharge planning and follow-up; contribute to general paediatric outpatient care. Lead and manage hospital HAST services and the vertical transmission prevention (VTP) programme, including support and supervision of the VTP coordinator. Provide clinical support to maternity, neonatal and paediatric services for HIV in pregnancy and HIV-exposed infant care. Develop and implement SOPs and clinical protocols and oversee HIV testing quality assurance and TB/HIV integration. Provide telephonic, virtual and physical outreach to primary-level ART services and referring facilities in the Western subdistrict. Oversee programme data quality, monthly reporting, patient follow-up systems, clinical audit and quality improvement. Supervise allocated staff and promote safe, cost-effective use of medicines, investigations and resources. Support occupational exposure assessment and PEP. Provide undergraduate and postgraduate teaching, clinical supervision, mentorship and staff training. Participate in academic activities, continuing professional development and approved operational research or clinical trial activities where applicable.

ENQUIRIES : Dr. N le Roux Tel No: (021) 402-6713
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 43/354 : **PHARMACY SUPERVISOR GRADE 1**
Overberg District

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Stationed at Railton Clinic, Swellendam PHC HIV and AIDS
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: Grade 1: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirement of the job: Willingness to perform pharmacist supervisor duties in the Swellendam sub-district pharmacies and dispensaries. Valid (Code B/EB/CI) driver's license. Willingness to work overtime at any facility within the Swellendam Sub-District. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication, conflict management and interpersonal skills. Intermediate computer literacy, including JAC.
DUTIES : Perform relief duties in the substructure to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.
ENQUIRIES : Ms S Kok Tel No: (028) 514-8450
NOTE : No payment of any kind is required when applying for this post. 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 43/355 : **REGISTRAR (MEDICAL) (PAEDIATRICS) (VARIOUS INSTITUTIONS) (X6 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 [Tygerberg Hospital (X3 posts); Karl Bremer Hospital (X1 post); Paarl Hospital (X1 post); Khayelitsha 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 Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but may be required to work across the distributed training platform. Competencies (knowledge/skills): Experience in general paediatrics and/or neonatology. Ability to function independently at a level of general practitioner. Diploma in Child Health (or equivalent). FCPaed part 1. Good communication skills.

DUTIES : To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.

ENQUIRIES : Dr LG Lloyd Tel No: (021) 938-9842

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 Stelllenbosch 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 43/356 : **REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X5 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 (Groote Schuur Hospital - X3 posts; New Somerset Hospital - X1 post; Mowbray Maternity Hospital - X1 post)

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: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries. -Completion of FCOG part 1a.

DUTIES : In and after hour care to women accessing obstetric and gynaecological health services on our service platform. Participation in the academic activities of with Department.

ENQUIRIES : Prof M Patel or Dr A Osman Tel No: (021) 404-6020 or email: m.patel@uct.ac.za/ ayesha.osman@uct.ac.za or marilyn.kok@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity 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. 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. 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 43/357 : **DEPUTY DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 7) or equivalent in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Appropriate experience in Financial Management, Supply Chain Management, Contract Management and in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Extensive experience in Financial and Supply Chain Management must be at a managerial level at minimum of three years. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognized accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written)

DUTIES : Provide strategic management and leadership, as member of New Somerset Hospital Management team. Ensure effective Supply Chain Management including demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and

monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.

ENQUIRIES : Mr. DM. Matthew Tel No: (021) 402- 6408
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.

POST 43/358 : **FACILITY MANAGER (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Elsies River CHC
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent in a health-related or managerial field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health Sector experience. Computer literacy (MS Office).
DUTIES : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes and Monitoring and evaluation thereof. Sound financial, Supply Chain Management, facilities management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with internal and external customers. Information and data management. Stakeholder Engagement.
ENQUIRIES : Mr A Patientia Tel No: (021) 815-8866
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 43/359 : **MEDICAL OFFICER GRADE 1 TO 3 (UROLOGY) (6/8TH)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R781 053 per annum
Grade 2: R891 192 per annum
Grade 3: R1 031 433 per annum
(A portion of the package can be structured according to the individual's personal needs.)
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration as a Medical Practitioner with the Health Professions Council of South Africa. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. One-year relevant experience after registration as a 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 in South Africa. **Grade 2:** A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a 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 in South Africa. **Grade 3:** A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a 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 in South Africa. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Relevant appropriate experience within a

Urology department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Ability to successfully run an extremely busy Urology service on a secondary level. Leadership, interpersonal and organisational skills.

DUTIES : Provision of effective clinical services in the Urology department. Provision of clinical service delivery at Urology Surgery (regional level). Effective and efficient urological outpatient services including booking, triaging and follow up strategies. Supervision of clinical activities in the Urology department. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology and training and teaching of junior medical staff. Effective management and administration of a wide range of "Portfolios" and the development, conducting and supervision of research projects. Research and Audits on relevant Burden of Disease. Clinical Governance and administration inherent to the services.

ENQUIRIES : Dr H Bougard Tel No: (021) 402-6444

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 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 43/360 : **OPERATIONAL MANAGER NURSING: (SPECIALTY: THEATRE AND CSSD)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum

CENTRE : Karl Bremer 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (R212). 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. A post graduate diploma (R635) accredited with the SANC in Perioperative Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 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 speciality. Inherent requirement of the job: Valid Code B/EB driver's licence. Will be required to work shifts (day and night), public holidays, after-hours and weekends. Relief the Assistant Manager: Nursing as needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills, good organisational skills, be able to function under pressure, basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge and insight of relevant legislation within the public sector and exposure to ward operational management.

DUTIES : Coordinate and supervise the provision of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. 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 : Mr MF Fortuin-Ntetha Tel No: (021) 918-1279
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 43/361 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing (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 in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: 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 after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Practice knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
DUTIES : Manage staff wellness clinic, Provide occupational Health clinical services and a safe and healthy workplace. Conduct risk assessment, audits Provide advisory services on OHS matters. -Ensure an effective and efficient administrative system and control of the occupational health clinic.
ENQUIRIES : Ms T Khan Tel No: (021) 404-3174
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 43/362 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R720 819 per annum
CENTRE : Moorreesburg CDC, Swartland Sub-district (PHC)
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. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48).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. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: 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 after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Oversee Satellite Clinics and mobile health services. Willingness to work overtime when necessary. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards compliance. Good organising skills. Computer literacy (MS Word and Excel). Good interpersonal and communication skills.
DUTIES : Effective and holistic management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Effective management and execution of

integrated Child Health and Youth Services including school health services. Effective management and execution of integrated maternal & woman's health services according to the guidelines. Effective management and execution of integrated HAST services. Provide holistic management and leadership in the PHC facilities and coordinate mobile services.

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 test. Candidates may be subjected to a competency-based 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 43/363 : **CHIEF DIETICIAN GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R598 260 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: A minimum of 3 years appropriate experience as a Dietician after registration with the HPCSA as a Dietician. Competencies (knowledge/skills): Sound knowledge of clinical nutrition, food service management and public health nutrition. Knowledge of relevant legislation, policies, procedures and quality assurance systems within the public health sector. Strong leadership, human resource management and conflict resolution skills. Project management, monitoring and evaluation skills. Financial and resource management skills. Excellent communication, report writing and presentation skills. Computer literacy in Microsoft Office applications.

DUTIES : Provide strategic and operational leadership to the Dietetics Department. Manage and coordinate clinical nutrition services across all relevant hospital units. Ensure compliance with national, provincial and institutional policies, standards and guidelines. Lead quality improvement initiatives, audits and clinical governance activities. Manage human resources, including performance management, staff development and mentorship. Coordinate departmental budgets, procurement, equipment and resource utilisation. Facilitate multidisciplinary collaboration to optimise patient outcomes. Drive nutrition education, research and evidence-based practice. Compile and submit departmental reports and statistics. Support institutional priorities and contribute to strategic planning initiatives.

ENQUIRIES : Ms C de Lange Tel No: (021) 402-6486

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.

POST 43/364 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: TRAUMA WARD)**

SALARY : R571 161 per annum

CENTRE : Tygerberg Hospital, Parow Valley

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 requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good

organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/ competency assessment.

POST 43/365 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
Cape Winelands District

SALARY : Grade 1: R510 906 per annum
Grade 2: R598 260 per annum
Grade 3: R703 785 per annum

CENTRE : Drakenstein Sub-district (Paarl/Wellington/Saron/Gouda)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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 the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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 Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Drakenstein Sub District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G / Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES : Dr R Gaffoor Tel No: (021) 877-6400

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 with their job application/on appointment. This concession is only

applicable on health professionals whom 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 43/366 : **UNDERGRADUATE LECTURER NURSING GRADE 1 TO 2**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Western Cape College of Nursing, Boland/Overberg, Southern Cape Karoo and Metro Campus)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 plus R254) 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 Nursing Education (R212). 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. A post graduate diploma (R635) accredited with the SANC in Nursing Education. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification or Post Graduate Diploma in the relevant speciality. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making/problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. Possess good communication (written & verbal) and presentation skills.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning of nursing programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Undergraduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

ENQUIRIES : Dr Magerman Tel No: (021) 684-1202 or Dr S Mottian Tel No: (044) 813 1993 (Southern Cape/Karoo Campus)
Ms L Strauss Tel No: (023) 814 0090 (Boland/Overberg Campus)

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of 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 registration in the post-basic qualification or Post Graduate Diploma accredited with the SANC in the relevant speciality.

POST 43/367 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Kayamandi 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 as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) 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 as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of four (4) years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse 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: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards. BANC & PACK training or experience.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms MM Muller Tel No: (021) 808-6109

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do 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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. 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 43/368 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS) (X2 POSTS)**

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) 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 Medical and Surgical Nursing Science:

Orthopaedic Nursing. (R212). OR A 4-year bachelor's degree in nursing (R174) or qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification or Post Graduate diploma in the relevant speciality. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Orthopaedic wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms N Rasmus Tel No: (021) 404-3181

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency 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 to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

POST 43/369 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science (R212). 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. A post graduate diploma (R635) accredited with the SANC in Child Nursing. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a 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: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Willingness to assist in the Neonatology Unit. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the

service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms C Korthom Tel No: (044) 802-4644

NOTE : No payment of any kind is required when applying for this post. Candidate will 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 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 43/370 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Helderberg 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's 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 postgraduate 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: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. It will be required of the incumbent to rotate within the hospital for relief purposes only. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness. Skills to plan, organise and coordinate the service by analysing, problem-solving and decision-making. Leadership towards the realisation of strategic goals and objectives of the Mental Health Unit. Computer literacy in MS packages (Word, Excel and PowerPoint).

DUTIES : Provide optimal, holistic specialised psychiatric nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.

ENQUIRIES : Mr M Photo Tel No: (021) 850-4774

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary

qualification within the predetermined period of time. Candidates who are not in possession of 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 registration in the post-basic qualification or Post Graduate Diploma accredited with the SANC in the relevant speciality.

POST 43/371 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Helderberg 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing (212). 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. A post-graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Outlook). Leadership towards the realisation of strategic goals and objectives of Operating Theatre Unit. Skills to plan, organise, and deliver the service by analysing problems, problem-solving, and decision-making.

DUTIES : Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services, ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.

ENQUIRIES : Mr M Photo Tel No: (021) 850-4774

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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 registration in the post-basic qualification or Post Graduate Diploma accredited with the SANC in the relevant speciality

POST 43/372 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (OUTREACH AND SUPPORT SERVICES)**
West Coast District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Cederberg Sub-district Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 plus R254) 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 (R683 plus R1497 or 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: **Grade 1:** A minimum of 4 years' appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Valid driver's license (Code B/EB Manual) and willingness to travel in the district. Competencies (knowledge/skills): Knowledge of district health services, primary health care and district hospital package of services. Good interpersonal relations, leadership and communication skills (verbal and written). The ability to interpret, analyse, and implement clinical policies and guidelines. Knowledge of development of protocols and guidelines, standard operating procedures. Good report writing and facilitation skills. Ability to function independently without the direct supervision of a supervisor. Experience and ability to transfer knowledge and skills in a group as well as individual setting. Must be computer literate (MS Word, Excel, PowerPoint). Excellent typing and writing skills, including spelling and grammatical errors.

DUTIES : To plan, co-ordinate and facilitate effective and efficient mental health service within the Sub-District. To provide a comprehensive mental health service. Monitoring and evaluation of services indicators and outcomes to ensure quality service. To support and provide capacity building to staff. Wellness and health promotion: to promote community awareness, development and participation.

ENQUIRIES : Ms M Sandt Tel No: (027) 482-1484

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjective 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 43/373 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (SERVICE IMPROVEMENT)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R487 197 per annum

CENTRE : Clinical Service Improvement

REQUIREMENTS : Minimum educational qualification: A health-related qualification at NQF Level 7 that allows registration with the Health Professions Council of South Africa (HPCSA), the South African Nursing Council (SANC), or the South African Pharmacy Council (SAPC). Experience: Appropriate experience in public

health management, service improvement, innovation, programme or project management. Appropriate experience in monitoring and evaluation of health-related projects or service-delivery interventions. Appropriate experience in multidisciplinary stakeholder engagement and facilitation. Inherent requirement of the job: A valid driver's licence. Willingness to travel regularly to facilities across the Western Cape Province and nationally, as required. Competencies (knowledge/skills): Knowledge and application of regulations, policies, procedures and indicators relevant to public health and health-service improvement. Knowledge of service and systems design, innovation management, project management, monitoring and evaluation, data governance and evidence-informed decision-making. -Understanding of Human-Centred Design, service design, systems thinking and Jobs to Be Done approaches. Computer literacy and the ability to use appropriate software applications for project, data and reporting purposes. -Service and systems design, innovation portfolio and project management skills. -High-level monitoring, evaluation, data-analysis and benefits-realisation capabilities. -Facilitation, stakeholder engagement, partnership and network-development skills. -Strategic and tactical analysis, analytical problem-solving, report-writing and presentation skills.

DUTIES : Coordinate project design and implementation specifically around Monitoring and Evaluation Framework inputs. Develop and adapt Monitoring and Evaluation tools for Clinical Service Improvement (CSI) projects. Oversee data management of CSI projects. Prepare comprehensive reports and presentations for CSI projects. Manage a structured portfolio of Clinical Service Improvement initiatives, including project planning, implementation monitoring, risks, milestones, intended benefits and recommendations on adaptation or scale. Facilitate multidisciplinary stakeholder engagements and translate strategic priorities and project evidence into actionable service-improvement proposals and recommendations.

ENQUIRIES : Mr N Benting Tel No: (021) 830-3749

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency-Based Assessment. Candidates will be subjected to a written/practical and oral assessment.

POST 43/374 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Nolungile CDC, Khayelitsha/ Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Experience: **Grade 1:** None after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 a Diagnostic Radiographer in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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 as a Diagnostic Radiographer in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer 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: Will be required to perform after-hours and including weekends and Public Holidays. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of protocols, radio protection, quality assurance and equipment safety. Knowledge of PACS (Picture Archiving and Communication System) and Radiology Information Systems. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Basic computer and administration skills.

DUTIES : Responsible for the smooth running of the diagnostic imaging department, including providing professional service to patients. General care, radiation protection and safety of patients. Responsibility for radiographic and Computed Radiography (CR) processing equipment. Complete Clinicom, Stats and all PACS and RIS activities. Optimal use, care, and quality assurance of equipment are interconnected practices that collectively ensure equipment performance, safety, and longevity. Assist with the training of new radiographers, community service radiographers and students, as well as to participate in self-development learning programs. Support services to Manager and multidisciplinary team.

ENQUIRIES : Ms NO Mbomvu Tel No: (021) 829-0060 / (082) 269-6230

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 appointments 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)". 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 43/375 : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Khayelitsha/ Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as practitioner in Speech Therapist and Audiologist or Speech Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign-qualified employees, for 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 either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist in respect of foreign-qualified employees, for 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 licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MSWord, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Speech Therapy services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES : To provide Speech Therapy services at facility level (hospitals and primary healthcare facilities) and community level in the Khayelitsha/ Eastern Sub-Structure, inclusive of adult and paediatric patients with disorders in speech, language, feeding, swallowing, fluency, voice and cognition within the scope of practice of a Speech Therapist. To provide education and training to healthcare

professionals, community health workers and patients and plan Speech Therapy related health awareness activities according to the health awareness calendar. To adhere to departmental rules and values. To work and be part of a multi-disciplinary team. -Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Ms K Jacobs Tel No: (021)-363 2814

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 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 43/376 : **DIETICIAN GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Northern Tygerberg Sub-structure Office (Stationed at Symphony CDC)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: **Grade 1:** None after registration with the HPCSA in Dietetics in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Dietetics 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 the HPCSA in Dietetics in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Dietetics 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 Dietetics in respect of SA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees. Inherent requirements of the job: Required to accumulate CEU points for continued registration with HPCSA. Willing to conduct outreach to local clinics, community day/ health centres and communities. Driver's licence Code B/EB. Willing to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination. Relevant experience in student training.

DUTIES : Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service. Capacitated workforce - provide in-service training and mentoring of all categories of personnel and students on nutrition-related topics. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.

ENQUIRIES : Ms N Kassen Tel No: (021) 815-8798

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 appointments 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 a dietician with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a practical /written and oral assessment.

POST 43/377 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (REPRODUCTIVE BIOLOGY) (RMU)**

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 registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Reproductive Biology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in Reproductive Biology. 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. Competencies (knowledge/skills): Academic development of self and others. Appropriate clinical experience in assisted reproductive techniques. Computer literacy. Data management. Evidence of administrative and management systems. Knowledge and appropriate clinical experience in Clinical Reproductive Biology.

DUTIES : Clinical service provision in the Andrology and Embryology laboratories. Academic teaching, training and supervision of junior colleagues and other staff. Participation in academic activities within the laboratory. Administration and audit of clinical data and laboratory services in the Reproductive Medicine Unit. Laboratory maintenance.

ENQUIRIES : Ms M Vienings Tel No: (021) 404 6026 or email. marlize.vienings@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).

POST 43/378 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)**

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 registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Neurophysiology. 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: Willingness to work overtime when required. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology.

DUTIES : Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Assisting with a development teaching plan for clinical technology students and neurologists and participating in and/or assisting with research. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT). Infection and stock control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Monitoring of and maintaining neurophysiology and other electronic equipment. Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Providing accurate interpretation and reporting of the above neurophysiology procedures. Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrode video EEG monitoring.

ENQUIRIES : Ms C Hanekom, email: Carla.bailey@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 43/379 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Cape Winelands Health District

SALARY : R413 001 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate supervisory experience. Appropriate Experience in management of debts and loss control processes. Appropriate Experience in Financial Management, warehousing, procurement and assets. Inherent requirements of the job: Valid Driver's license (Code B/EB). Competencies (knowledge/skills): Knowledge of Public Finance Management Act, National treasury regulations, Provincial treasury instructions, SCM and Financial Delegations and Accounting Officer System, Finance Instructions, Excellent written and verbal communication skills. Excellent management and supervisory skills. Ability to work independently and as part of a team. Analytical thinking, judgement and attention to detail. Computer skills (Advance Excel, Power Point, Microsoft word, other related software programs required to perform day-to-day functions).

DUTIES : Ensure the continuous development and wellness of staff by identifying training needs, facilitating professional growth opportunities, promoting a supportive work environment, and implementing appropriate employee wellness initiatives. Undertake additional duties and responsibilities as assigned, in accordance with operational requirements. Responsible for overall supply chain management functions which includes demand, acquisition, logistic, assets and Disposal management. Ensure effective and efficient warehouse management procedures are implemented and monitored to ensure optimal

utilization of resources and timeous distribution of stock to end- users. Perform secretariat/advisory functions in the quotation committee and vetting meeting. Ensure timeous and accurate compilation of monthly, quarterly finance and SCM reporting. Compile report for IFS/AFS disclosure inputs. Perform system controller functions and all system approval on EPS, LOGIS, BAS, WCSEB, CSD, and Departmental Applications, are done in accordance with applicable delegation of authority if applicable. Management of staff including staff performance, Recruitment and Selection process, training, disciplinary process and general support of staff.

ENQUIRIES : Mr. S Smidt Tel No: (021) 808-6112
NOTE : No payment of any kind is required when applying for this post.

POST 43/380 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**

SALARY : R413 001 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Labour Relations. Competencies (knowledge/skills): Ability to work under pressure. Ability to work independently. Good communication skills (verbal and written). Good interpersonal, consultation, negotiation, decision-making, conflict management and presentation skills. In-depth understanding and ability to interpret relevant legislation pertaining to labour relations.
DUTIES : Investigate misconduct cases and represent the employer at disciplinary hearings. Conduct grievance investigations and draft findings. Ensure compliance in terms of Monitoring and Evaluation in relation to Labour relations statistics and implementation of appropriate interventions. Facilitate appropriate Labour Relations-related training to all employees. Ensure compliance in relation to Collective Bargaining. Provide support to investigating officers and assist with drafting charge sheets. Provide advice and support to management and all employees regarding Labour Relations-related matters. Represent the Department at Conciliations. Facilitate the effective functioning of the IMLC. Supervision of administration clerks and interns.
ENQUIRIES : Mr M Boezak Tel No: (021) 938-5184
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.

POST 43/381 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HRD**
Overberg District

SALARY : R413 001 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy.
DUTIES : Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. -Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings.
ENQUIRIES : Mr N Liebenberg Tel No: (028) 218-5812
NOTE : No payment of any kind is required when applying for this post.

POST 43/382 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Service

SALARY : R413 001 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Information Management and Health Information Systems (HIS). Appropriate experience in data

processing, data quality checking and data analysis. Appropriate experience in report writing and data compilation. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy and proficiency. Knowledge of hospital operations and business process analysis, mapping, and remodelling. Knowledge of Health Information policies and software i.e CLINICOM, TIER.Net, SINJANI, JAC Pharmacy, SPV, HECTIS, Business intelligence, Ideal Hospital and SharePoint. Knowledge of database management, data filing and collation as well as manipulation. Appropriate supervisory knowledge & communication skills.

DUTIES : Maintain and improve IM reporting structures and ensure monthly Data meetings. Provide quality training and end-user ICT support. Ensure that the Hospital operational Information Management objectives are met. Responsible for assessing and improving Hospital data performance including establishing and adhering to internal controls. Support supervisor timeously and ensure accurate reporting. Manage, control, and monitor progress on multiple projects aimed at improving efficiency. Ensure compliance with all Health Information policies and procedures.

ENQUIRIES : Mr M Mdodeni Tel No: (021) 370-1125

NOTE : No payment of any kind is required when applying for this post.

POST 43/383 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (X2 POSTS)**
Chief Directorate: People Management

SALARY : R338 106 per annum

CENTRE : Western Cape Government College of Emergency Care

REQUIREMENTS : Minimum educational qualifications:(Senior Certificate) or equivalent qualification. Experience: Appropriate Administrative experience in an accredited higher education institution in South Africa. Inherent requirements of the job: Willingness to work overtime when required. Willingness to travel. Valid Code 8 driver's licence. Competencies (knowledge/skills): Knowledge of Public Service prescripts (Public Service Act, Public Service Regulations, Batho Pele principles) and Departmental policies. Knowledge of supervisory practices and staff performance management. Knowledge of higher education regulatory legislation. Proficiency in MS Word, Excel, PowerPoint and Outlook. Excellent verbal and written communication skills, including report writing and minute taking. Knowledge of supervisory, performance management and HEI administration. Ability to manage and maintain administrative systems and procedures. Ability to analyse and report on data.

DUTIES : Coordinate administrative support for assigned academic programmes. Supervise administrative support staff, including monitoring deadlines and performance management. Provide student administrative support and render general administrative support to the Senior Administrative Officer and Academic Head.

ENQUIRIES : Dr. R. Cermak Tel No: (021) 938 4116 or email radomir.cermak@westernape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

POST 43/384 : **ADMINISTRATIVE OFFICER: FINANCE (BUDGET AND EXPENDITURE)**

SALARY : R338 106 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in financial and expenditure management. Competencies (knowledge/skills): Knowledge of Public Finance Management Act. Knowledge of BAS and knowledge Syspro. Good communication skills (verbal and written). Computer literacy (MS Word, Excel, Outlook).

DUTIES : Render assistance to the Senior Admin Officers in the Finance section. Manage the clearance of various Assets and Liabilities accounts. Manage the allocation of Cash Receipts. Manage BAS payments, Journal entries and Debt take-on's. Manage Filing of documentation. Authorise Journals, Payments, Debt & T&S Claims. Developing and Training of Staff in Finance.

ENQUIRIES : Ms. C Mackay Tel No: (021) 404-2244.
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 43/385 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. Appropriate experience in procurement of goods and services, procurement processes and systems. Appropriate experience of using the Electronic Procurement System (EPS) quotation tool, eTender portal, SEB, CSD, Annual Procurement tool and Syspro. Appropriate operational experience that focuses on the Key Performance Areas (KPA's) of the post. Appropriate experience in procurement processes relating to informal and formal bid administration. Competencies (knowledge/skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the EPS (Electronic Procurement System) as well as eTender portal. Good organisational skills. Computer literacy (MS Word, Excel, MS Office). Written, verbal and report writing skills. Reviewing of the relevant contract management tools.
DUTIES : Coordinate effective control of institutional contracts formal and informal Coordinate and facilitate efficient and effective Bid Administration Coordinate and facilitate effective and efficient procurement of Goods and Services Coordinate and facilitate efficient and effective Contract Management Reporting Liaise with technical and professional personnel in respect of bidding processes. Supervise the Supply Chain Management Component, performance and develop of staff. Accurate and timeous reporting including report writing and the presentation thereof. Assist with Supply Chain Management processes and related queries, provide guidance and support on identified shortcomings within the SCM section. Responsible to ensure effective internal controls and compliance. Reviewing and approving procurement processes while ensuring compliance. Effective support to supervisor.
ENQUIRIES : Ms. G. Isaacs Tel No: (021) 938-5605
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical assessment.

POST 43/386 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (MEDICAL GAS)**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S- Stream) in Mechanical or Electromechanical fields or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate/recognisable experience in the area after obtaining the relevant minimum educational qualification. Inherent requirement of the job: Valid (Code B/EB) driver's license. Working outside of normal office hours. Being available in case of emergencies. Fit and able to work in confined spaces. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.
DUTIES : Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division’s control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise

with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment.

ENQUIRIES : Mr R van Schalkwyk Tel No: (021) 404-6289 or Mr. D. Smith Tel No: (021) 404-3163

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 43/387 : **PHYSIOTHERAPIST (5/8TH) GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Stellenbosch PHC Support and Outreach

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. 1-year relevant experience after registration with the HPCSA as Physiotherapist 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' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as a Physiotherapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Physiotherapist 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' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as a Physiotherapist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Physiotherapist 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: A valid driver's license. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work independently and in an integrated multi-disciplinary team across all platforms. Sound knowledge of physiotherapy care and treatment.

DUTIES : Provision of comprehensive Physiotherapy services to inpatients and outpatients at hospital level, as well as primary healthcare Physiotherapy outreach services. Facilitate the integration of Physiotherapy services across hospital, primary healthcare and community settings to enhance accessibility, efficiency and continuity of care. Participate in clinical governance, multidisciplinary collaboration, people development, health support and resource management.

ENQUIRIES : Ms L. Appel Tel No: (021) 808-6137

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 with their job application/on appointment. This concession is only applicable on health professionals whom 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 43/388 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R253 341 per annum
Grade B: R297 249 per annum

Grade C: R345 342 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. (Plumbing). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Good communication skills. Sound Knowledge of mainly Plumbing as well as any other Building related trade. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Must have a knowledgeable experience in plumbing maintenance.

DUTIES : Perform necessary administrative functions, training and supervision of subordinates. Control over tools and materials. Mainly Plumbing related duties. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in minor repairs, plumbing Departments. Take control of Job cards assigned. Assist the Artisan Foreman in certain Duties assigned. Emergency breakdowns (including afterhours repairs). Performing Standby duties. Planning and décor of new installations and alterations.

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771

NOTE : No payment of any kind is required when applying for this post.

POST 43/389 : **ARTISAN PRODUCTION GRADE A TO C (AIRCONDITIONING AND REFRIGERATION)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R253 341 per annum
Grade B: R297 249 per annum
Grade C: R345 342 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Airconditioning/Refrigeration. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) (Manual). Willingness to travel to perform maintenance duties throughout the Western Cape. Physically fit to perform duties. Work overtime should the need arise, day or night and perform standby duties and attend to emergency breakdowns (including after-hour repairs). Good communication skills. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Ability to fault-find and repairs down to component level.

DUTIES : Service, repair and fault finding of domestic, commercial and industrial refrigeration units Service, repair and fault finding of various domestic, commercial and industrial Airconditioning units. Service, repair, fault finding of Air handling units, chiller plants heat exchangers, heat pumps. Compile and submit inspection reports as required on all Airconditioning and refrigeration equipment stipulate on the preventative maintenance plan of the workshop to comply with SANS regulations. Give in service training to Handyman, Tradesmen Aid and Interns. Assist with the executing of all Refrigeration and Airconditioning system projects.

ENQUIRIES : Mr A Bingham at (079) 517-2405

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.

POST 43/390 : **ADMINISTRATION CLERKS ADMISSIONS (PATIENT ADMINISTRATION) (OUTPATIENT) (X2 POSTS) INPATIENTS (X1 POST)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Fees-related environment dealing with Clinicom Patient Administration. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing

and Finance instructions. Computer literacy. (Ms Outlook, Ms Excel). Good communication skills (verbal and written). Strong sense of confidentiality

DUTIES : Various Reception tasks or duties assigned to you by immediate supervisor as required. Provide administrative and secretarial support services to the department. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Attending to patient queries (both verbal and written). Clinicom patient registration functions admissions, discharges and patient transfers as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Rotate in fees department as per operational requirements if required.

ENQUIRIES : Ms N Ntutu Tel No: (021) 404-3150.

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 43/391 : **ADMINISTRATION CLERK FINANCE/ADMIN (REVENUE) (X4 POSTS)**

SALARY : R237 453 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Revenue Department. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware. Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet.

DUTIES : Handling of patient account enquiries. Perform all duties associated with the follow-up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocating payments. Handling of state monies.

ENQUIRIES : Mr. LI Kitshini Tel No: (021) 938-4387

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 43/392 : **ADMINISTRATION CLERK INFORMATION MANAGEMENT**

SALARY : R 237 453 per annum

CENTRE : Groote Schuur Hospital Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in information management and health information systems. Competencies (Knowledge/Skills): Good communication, interpersonal, planning, organisational and data management skills. Problem-Solving and Analytical thinking. Attention to Detail and Accuracy. Understanding of Healthcare Compliance and Confidentiality. Computer Literacy (Excel, Word, SharePoint, hospital-based information systems). ICD Coding Knowledge. Filing and record keeping abilities.

DUTIES : Capture Theatre procedures on Clinicom. Perform accurate and timely data capturing of clinical and operational information. Clinical data collection and capturing. Distribute daily operational reports. Capture monthly reports on the Sinjani system. Support to supervisor with monthly reporting of data to Provincial office. Compile reports and coordinate manager and CEO signoff. Assist with audit preparation and compliance requirements. Support provincial report filing and record management. Maintenance of database. Assist the supervisor with reporting queries and information requests. Establish and maintain an efficient informatics filing system and reception area.

ENQUIRIES : Ms Z Ganief Tel No: (021) 404 6108.

NOTE : No payment of any kind is required when applying for these posts. Shortlisted candidates may be subjected to a practical assessment.

POST 43/393 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS / ARCHIVES)**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Medical Records and Archive experience. Appropriate Clinicom experience. Inherent requirement of the job: Work 12-hour shifts (day and night), weekends and public holidays. Work overtime when needed to meet operational requirements. Competencies (knowledge/skills): Knowledge of filing/archiving and disposal of medical records in a Healthcare Environment. Ability to accept accountability and responsibility with good interpersonal and communication skills. Computer literacy, Clinicom, MS Word and Excel. Knowledge of the Records Management Policy, The National Archives and Records Service of South Africa Act and the Promotion of Access to Information Act. Ability to work independently with good organising skills.
DUTIES : Deliver efficient medical records services, including filing, sorting, duplicate management, and merging of patient records. Ensure the compliant retention, culling, destruction, and disposal of patient records and folders. Support a culture of professionalism, ethical conduct, and compliance through attendance and leave administration. Ensure efficient patient records and filing services, including the availability of patient folders, duplicate identification, and record merging. Ensure the effective utilisation of resources through the maintenance of functional equipment and the availability of stock and consumables.
ENQUIRIES : Ms S Gcwabe Tel No: (023) 348-6458
NOTE : No payment of any kind is required when applying for this post.

POST 43/394 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
Garden Route District

SALARY : R237 453 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Willingness to rotate within Supply Chain Management Department and relieve colleagues when needed. Competencies (knowledge/skills): Appropriate knowledge of the Accounting Officer's System and SCM Delegations of the Department. Appropriate knowledge of Western Cape Supplier Database & Centralised Supplier Database. Computer literacy (Windows/Word/Excel and Outlook & SharePoint). Good communication skills (written and verbal).
DUTIES : Ensure proper Warehouse Management i.e. Planning, Maintaining, Movements, Disposals and Stocktake Planning. Recording keeping, recording and compliance with departmental prescripts. Preparation of procurement documents relating to Warehouse items. Updating and completing all LOGIS functions relating to Warehousing. Support to Supervisor and the broader SCM and Finance team.
ENQUIRIES : Mr C Michaels Tel No: (044) 203 - 7245
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

POST 43/395 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency Clinical and Services Support

SALARY : Grade 1: R225 777 per annum
Grade 2: R262 953 per annum
CENTRE : Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing to work shifts and overtime. Competencies (knowledge/skills): Ability to interpret and apply policies. Ability to work under pressure. Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in photography. Ability to be trained in 4X4 Vehicle handling. Willingness to be trained in Forensic Investigation and Dissection. Willingness to assist with

duties in an X-ray room. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. -An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. -An effective and efficient Management of Unknown corpses. -An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Observatory Forensic Pathology Institute.

ENQUIRIES : Mr MJ Fester, email: Mark.Fester@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 43/396 : **LINEN SUPERVISOR**
West Coast District

SALARY : R201 093 per annum

CENTRE : Swartland Hospital, Swartland Sub-district

REQUIREMENTS : Minimum educational qualification: General Education and Training (GETC) / grade 9 (Std 7). Experience: Appropriate supervisory and practical experience in a hospital setting. Appropriate experience in linen/ laundry service. Appropriate clerical experience. Inherent requirement of the job: Willingness to do physical hard work and stand for long hours. Physical Fit. Valid (Code B) driver's licence. Willingness to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to interpret the Western Cape Hospital Linen management policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word, Excel, and Outlook).

DUTIES : Timeous and procedurally correct dispatching of soiled linen to laundry within a safe working environment. Ensure that wards and institutions are provided with clean linen timeously. Timeous and procedurally correct distribution of clean linen to user departments within a safe working environment. Oversee and ensure that ordering of stock, PPE for the laundry is performed. Effective supervision and support to staff.

ENQUIRIES : Mr L Kortjé Tel No: (022) 487-9200

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 43/397 : **NURSING ASSISTANT GRADE 1 TO 3 (SURGICAL WARD)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None after registration with SANC as a Nursing Assistant. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization

of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES : Ms A Jattiem Tel No: (021) 799-1292
NOTE : No payment of any kind is required when applying for this post.

POST 43/398 : **STERILISATION OPERATOR**
Chief Directorate: Metro Health Services

SALARY : R170 226 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate sterilising & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays, night duty, overtime as needed. Willingness to rotate and perform relief duties, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Good communication (verbal and written)
DUTIES : Effective application of the sterilisation process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilize instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilisation equipment, washing machines, and autoclaves to ensure all equipment is in optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.
ENQUIRIES : Ms TY Kunz Tel No: (021) 799 1169.
NOTE : No payment of any kind is required when applying for this post.

POST 43/399 : **TRADESMAN AID**
Chief Directorate: Rural Health Services

SALARY : R170 226 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: NQF 3 (Grade 10) or equivalent. Experience: Appropriate experience as a maintenance assistant/aid. Inherent requirement of the job: Willingness to work overtime when needed and perform relief duties. Capability to do strenuous physical labour. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Appropriate knowledge of the application of the requirements of the Machinery. Adherence to the Occupational Health and Safety Act, 1993 and its relevant regulations.
DUTIES : Complete and efficient execution of instructions which include, amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Assist Assistant to Artisans and Artisans in the performance of their duties. Exercise control over tools, equipment and materials. Cleaning of Workshop and Plantrooms.
ENQUIRIES : Mr P Mabula Tel No: (044) 802-4565
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.

POST 43/400 : **LINEN STORES ASSISTANT**
West Coast District

SALARY : R144 024 per annum
CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience of handling linen in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Good verbal, as well as written communication skills. Must be physically able to lift heavy objects and stay on your feet for long hours. Ability to do laundry duties, i.e. stocktaking, delivering linen and assisting audits

		in wards (hospital). Knowledge of stock and infection control; a valid driver's licence will be an advantage.
DUTIES	:	Ensure that the wards and institutions are provided with clean linen timeously. Sort, sluice, count, and process dirty and fouled linen daily, including laundering psychiatric and/or long-stay patients' clothing, as well as loading and unloading washing machines and dryers. Operate ironing, pressing, and finishing equipment. Assist with linen counts and monthly stocktaking. Render support to the Supervisor.
ENQUIRIES	:	Mr A Van Vuuren Tel No: (022) 709-5096
NOTE	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. 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.
POST 43/401	:	**CLEANER** Chief Directorate: Metro Health Services
SALARY	:	R144 024 per annum
CENTRE	:	Inzame Zabantu
REQUIREMENTS	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience within a health environment. Inherent requirements of the job: Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good communication skills. Ability to operate machinery and equipment.
DUTIES	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to the Housekeeping Supervisor. Adhere to loyal service ethics.
ENQUIRIES	:	Ms. N. Bizo Tel No: (021) 830-6944
NOTE	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
POST 43/402	:	**PORTER** Cape Winelands District
SALARY	:	R144 024 per annum
CENTRE	:	Worcester Community Day Centre, Breede Valley Subdistrict.
REQUIREMENTS	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work overtime if needed. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Good communication skills.
DUTIES	:	Moving and uploading of patients from vehicles, ambulances, beds, trolleys and wheelchairs. Transporting of patients on trolleys/wheelchairs within WCDC and between WCDC and Worcester hospital. Pick up, drop off and safe handling of laboratory samples to NHLS laboratory at WPH. Safe transportation of medical and other documentation (patient files, reports, etc.) from WPH to WCDC and back to WPH. Assist with safe moving of equipment within WCDC. Safe transportation of CSSD equipment between WPH and WCDC. Checking and maintaining of wheelchairs/oxygen equipment daily and weekly. Reporting of broken / loss equipment within WCDC. Assisting with the off-loading of supplies received from BKH supply stores. Assist with checking of fire safety equipment and reporting. Assist sub-district office with checking of facility bassets.
ENQUIRIES	:	Mrs. A Arendse Tel No: (023) 348-4100
NOTE	:	No payment of any kind is required when applying for this post.
POST 43/403	:	**HOUSEHOLD AID (X2 POSTS)** Chief Directorate: Metro Health Services
SALARY	:	R144 024 per annum
CENTRE	:	Karl Bremmer Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance (dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment, e.g. polisher and scrubbing machines, mops, brooms and buckets, are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for hospital and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Attend training courses where applicable. Provide refreshments and meals to clients as required.

ENQUIRIES : Ms. T Petshwa Tel No: (021) 918-1277.

NOTE : Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 43/404 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (16 SESSIONS PER WEEK)**
(12-Month Contract)
Garden Route District

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : Garden Route District Office (Stationed at George Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Council in respect of foreign qualified employees) as Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: It will be expected of the successful candidate to comply with the governance processes of the department of Health and Wellness. A valid (Code B/EB) driver's license and willingness to travel. Participate in termination of pregnancy services within guidelines and protocols. Competencies (knowledge/skills): Appropriate clinical experience in the medical and surgical management of obstetrics and gynaecology in- and outpatients, since obtaining the degree of MBChB. Surgical competency in abdominal hysterectomy, caesarean sections, evacuation of uteruses, cervical cerclage placement, perineal tear repair and obstetric and gynaecology ultrasound is mandatory. Good work etiquette; excellent communication skills; cost-conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Willingness and enthusiasm to champion teaching, training, skills transfer at district hospital. Please click the print button below to generate the full Job Description report.

DUTIES : Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary

medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.

ENQUIRIES : Dr HA Swart Tel No: (044) 805-4616/4437 or email: hester.swart@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted 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 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 43/405 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (16 SESSIONS PER WEEK)**
(Contract till 31 March 2030)
Chief Directorate: Metro Health Service

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **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 a Medical Specialist in Paediatrics. **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 a Medical Specialist in Paediatrics. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to do teaching. Competencies (knowledge/skills): Good communication skills. Computer literacy. Have a good understanding of regional and district level child health services and programmes. Awareness of statutory framework, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Practical experience in inpatient and outpatient care in General Paediatrics and Neonatology. Leadership, interpersonal- and organisational skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of Paediatrics and Neonatology. Ensure effective and efficient clinical governance and management within the NSH Paediatric department with regard to clinical, human and financial resources. Conduct academic teaching in Paediatrics and Neonatology on UCT joint platform. UCT is committed to the pursuit of excellence, diversity and redress in achieving equity targets Plan and participate in the education and training of staff, including registrars, medical officers, community service MO's, interns, medical students and nursing staff.

ENQUIRIES : Dr P Nongena Tel No: (021) 402-6417

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 a change in registration status).

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 25 January 2027

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/406 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 44/2026 R1**

SALARY : Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of the Infrastructure, Western Cape Government.

REQUIREMENTS : National Diploma in Civil Engineering or relevant qualification; Three years relevant post qualification technical (Civil engineering) experience; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Condition assessments of surfaced and gravel roads; Efficient computer literacy and good working knowledge of MS Office suite. Geo technical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication (written and verbal); Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management; Knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and work away from home; Efficient computer literacy and good knowledge of MS Office suite; Team player. Efficient skills in report writing and presenting; Willing to travel to sites and work away from home.

DUTIES : Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop,

implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr NJ van Gass Tel No: (021) 483 5160

POST 43/407 : **SUPPLY CHAIN MANAGEMENT CLERK: ORDERS: REGION 2 (OUDTSHOORN) REF NO: DOI 84/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of the, Infrastructure Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Working knowledge and understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Computer literacy; communication (written and good verbal); Planning and organising; Teamwork; Interpersonal relations.
DUTIES : Render demand support; Render Asset Management clerical support; Render acquisition clerical support; Render Logistical support services.
ENQUIRIES : Ms Anthea Mattews Tel No: (044) 272 6071

POLICE OVERSIGHT AND COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 25 January 2027
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 43/408 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT, RESEARCH & INFORMATION SECURITY REF NO: POCS 16/2026**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package
CENTRE : Police Oversight and Community Safety, Western Cape Government
REQUIREMENTS : A qualification at NQF level 6 (equivalent or higher); A minimum of 3 years middle management experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Specialist knowledge of OHS legislation, systems and procedures; ISO 31000 - Risk Management, ISO 45001- Occupational Health and Safety, SAMTRAC, SHERQ reporting and safety and security risk management; Safety and security related legislation, standards and regulations (understanding and interpretation); Technical knowledge of OHS risk management processes; Leading and supervising; Applied strategic thinking;

Policy development; Writing and reporting; Research and analysing; Creative thinking; Problem-solving and decision making. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of team.

DUTIES : Manage and influence Security Governance within Departments; Develop and manage the implementation of International Organisation for Standardisation aligned security frameworks across cluster departments; Drive Occupational Health, Safety Compliance and foster a positive security culture; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Dr Gillian Lutz Tel No: (021) 483-2954

DEPARTMENT OF PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 25 January 2027

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/409 : **ASSISTANT DIRECTOR: PEOPLE POLICY REF NO: DOTP 125/2026**

SALARY : R487 197 - R573 897 er annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : A 3-year B-Degree (equivalent or higher qualification) in Industrial Psychology, Labour Law, Public Administration, or a related field at NQF 6; a minimum of 3 years' relevant experience in policy research, development, drafting, and implementation within large organizations or the Public Service. Competencies: Knowledge and understanding of: Labour legislation, public service regulatory frameworks, governance principles and compliance requirements; qualitative and quantitative research methodologies to support evidence-based policy development. Skills and competencies: Strong analytical, problem-solving and data interpretation skills; proficiency in the MS Office Suite, particularly advanced Microsoft Excel for data analysis and reporting; excellent written and verbal communication skills, including the ability to draft clear reports, engage stakeholders and tailor messaging to different audiences; and the ability to work independently and collaboratively as part of a team.

DUTIES : The incumbent will be responsible for policy development, leading the drafting and implementation of evidence-based HR policies that align with legislation and strategic goals, ensuring they are forward-thinking, adaptable, and responsive to organizational needs; Provide stakeholder engagement &

advisory services to senior leadership and key stakeholders, ensuring policy alignment and fostering cross-departmental collaboration for effective implementation; Ensure governance and compliance of all HR policies with labour laws and public service regulations, overseeing quality assurance through regular reviews and updates; Perform data analysis and decision-making by utilizing data to inform HR policy development, anticipate workforce needs, and proactively adjust policies based on evidence and HR trends; Perform managerial functions by managing operations, employees, and budgets to ensure efficient policy implementation, leading and mentoring the team to achieve divisional goals.

ENQUIRIES : Karen Scholtz Tel No: (021) 483 6143

POST 43/410 : **PROJECT OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 123/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year qualification at NQF level 6 or equivalent; a minimum of 3 years of relevant experience. Competencies: Knowledge of: Legislation, regulatory frameworks, policies and best practices relevant to the line functions; information systems for the management of knowledge and information; project management principles, administration best practices, theories, methodologies and provincial project management tools, including the Dashboard; operational management practices, systems and procedures; procurement and tendering processes; policy development, operational management, monitoring and review processes; modern systems of governance and administration; Public Service procedures, processes and systems; regional and local political, economic and social affairs impacting on the Provincial Government of the Western Cape; constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resource management and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, financial policies, prescripts, directives and collective agreements; the functioning of the Province and activities of sister departments and related functional areas; national and provincial policies of the government of the day; Labour Relations legislation and regulations; performance management principles and processes; and national and provincial instruments and legislation pertaining to administrative functions, including the Public Service Amendment Act, Public Service Regulations, financial management prescripts, records management, transport prescripts and office administration.

DUTIES : Facilitate, coordinate and maintain project management system; Manage the Executive Projects Dashboard (EPD) at the Departmental level; Facilitate and coordinate performance planning, monitoring, evaluation system and reporting; Render general administrative support to Chief Directorate (CD); Managerial/Supervisory functions.

ENQUIRIES : Ms B Nel @ Bianca.Nel@westerncape.gov.za

POST 43/411 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: DOTP 122/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year post school qualification (NQF 6) within Social/Industrial Psychology, Public and Business Management Science or a related field; a minimum of 1 years of relevant experience. Competencies: Knowledge of: Organisational performance as it relates to the field of organisation development; appropriate job evaluation systems; national and provincial instruments and legislation pertaining to human resource management, financial management and supply chain management; national and provincial policies of the government of the day; provincial government functions and services; research methods and statistics, including action research, quantitative and qualitative research; Staff Performance Management System (SPMS); statutory framework governing the broad management of the Public Service; and organisation development theory, practices and techniques relating to organisation design, process development and improvement, and organisational behaviour. Skills: Computer literacy, particularly in the MS Office

Package (Word, Excel, PowerPoint, Visio, etc.); written and verbal communication; ability to work independently and as part of a team; influencing; delivering results and meeting customer expectations; following instructions and procedures; relating and networking; writing and reporting; analysing; planning and organising; and working with people.

DUTIES : Provide leadership development interventions; Facilitate organisational change interventions; Determine the need for organisational change interventions; Provide project administration support.

ENQUIRIES : Ms C Hector @ Chandrey.Hector@westerncape.gov.za

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 25 January 2027

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/412 : **ADMINISTRATION CLERK: OFFICE OF THE HEAD OFFICIAL REF NO: PT 25/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of the Provincial Treasury, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service. Skills in the following: Communication; Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Computer Literacy; Language; Literacy; Numeracy; Language.

DUTIES : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Mr. B Damons Tel No: (021) 483-6127

POST 43/413 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: PT 26/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of the Provincial Treasury, Western Cape Government

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification). Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Basic financial operating systems (PERSAL, BAS, LOGIS. Skills in the following: Language; Literacy; Job Knowledge; Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Render Financial Accounting transactions: Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Collection of cash. Perform Salary Administration support services: Receive salary advice; Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions; File all documents. Perform Bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Record debtors and creditors; Process electronic banking transactions; Compile journals. Render a budget support service: Collect information from budget holders; Compare expenditure against budget; Identify variances; Capture and allocate virements on budgets; Distribute documents with regard to the budget; File all documents; Receive and capture cash payments.

ENQUIRIES : Mr. B Damons Tel No: (021) 483-6127

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 25 January 2027

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/414 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DSD 124/2026**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years' relevant experience in Financial Accounting at supervisory/management (ASD) level. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and

information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Performance management in general; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit.

DUTIES : Manage the financial revenue, expenditure management and accounting sub directorate; Undertake revenue management, expenditure management and accounting activities as required; Plan and manage the work of the sub directorate and account for its overall performance; People Management; Financial Management.

ENQUIRIES : Mr J.O Smit Tel No: (021) 483 8679

POST 43/415 : **SOCIAL WORK SUPERVISOR REF NO: DSD 126/2026 (POSTS AVAILABLE AT KHAYELITSHA, ATHLONE, GUGULETHU, MITCHELLS PLAIN, ATLANTIS)**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP); A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills in the following: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict Management; Interpersonal; Report writing; Computer literacy; Presentation and facilitation; Problem solving and analytical skills.

DUTIES : To ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.

ENQUIRIES : Ms Mariette Swart at (071) 871 7314

POST 43/416 : **ASSISTANT DIRECTOR: POLICY AND DEMAND MANAGEMENT REF NO: DSD 131/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 (equivalent or higher); A minimum of 3 years supervisory experience in supply chain management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project

management; Operational management practices Knowledge and understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes. Knowledge and understanding of modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas. Knowledge and understanding of the policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language; Accounting, finance and audit; Economic, financial and statistical analysis.

DUTIES : Facilitate, develop and maintain Supply Chain Management (SCM) and Moveable Asset Management (MAM) policies, systems and processes; Operationalise the rendering of a demand management service; Implementing records and information management of the Division; Supervise human resource staff.

ENQUIRIES : Ms Tasneem Rakiep Tel No: (021) 483 4720

POST 43/417 : **MANAGER EDUCATION: EDUCATION (HORIZON) REF NO: DSD 117/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year qualification in Education (equivalent or higher); Registration with the South African Council for Educators (SACE); A minimum of 5 years' relevant experience in education sector. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit.

DUTIES : Manage the development of the curriculum as well as the adaptation thereof; Oversee and manage the Implementation of educational programmes at facilities in accordance with curriculum requirements and departmental legislation; Execute administrative functions pertaining to the Education function.

ENQUIRIES : Mr Mornay Johnson at (073) 300 6510

POST 43/418 : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: DSD 129/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year qualification or relevant B-Degree (equivalent or higher); A minimum of 1-year relevant experience in a financial accounting environment. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks and policies; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies,

prescripts, directives and collective agreements; National Treasury Regulations (NTR); Division of Revenue (DORA); Basic Accounting System (BAS); Logistical Information System LOGIS; Compilation of financial statements in terms of the Modified Cash Standards (MCS); Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Language; Computer literacy; Accounting, Finance and Audit.

DUTIES : Provide effective and efficient expenditure and payment services; Provide bookkeeping and financial accounting services; Provide salary administration and debt management services; Provide banking and cash management services; Supervisory functions

ENQUIRIES : Mr J Joubert Tel No: (021) 483 6022

POST 43/419 : **SOCIAL WORKER: PIC REF NO: DSD 127/2026 (POSTS AVAILABLE IN METRO EAST)**

SALARY : Grade 1: R338 208 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 - R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 - R754 785 per annum, (OSD as prescribed)

CENTRE : Department of the Social Development, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Mr Quiton Arendse Tel No: (021) 763 6206

POST 43/420 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES REF NO: DSD 44/2026 R1 (VARIOUS POSTS IN DE NOVO, CLANWILLIAM, OUTENIEKWA, VREDELUS AND LINDELANI)**

SALARY : Grade 1: R255 534 – R290 877 per annum, (OSD as prescribed)

Grade 2: R301 647 – R339 438 per annum, (OSD as prescribed)

CENTRE : Department of the Social Development, Western Cape Government.

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Skills in the following: Proven computer literacy in MS Office; Communication (written and verbal) skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery; Organising and planning; Conflict Management; Interpersonal; Report-writing; Computer literacy; Basic research and analytical skills; Presentation and facilitation; Monitoring and evaluation; Problem solving; Client orientation and customer focus; Ability to interpret policies and legislation.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

POST 43/421 : **STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 128/2026 (X3 POSTS IN SIVUYILE)**

SALARY : Grade 1: R229 440 - R260 520 per annum, (OSD as prescribed)
Grade 2: R272 778 - R310 890 per annum, (OSD as prescribed)
Grade 3: R319 071 - R397 392 per annum, (OSD as prescribed)

CENTRE : Department of the Social Development, Western Cape Government.

REQUIREMENTS : **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; 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 act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

DUTIES : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms Janine N Rodrigues Tel No: (021) 826 6020.

POST 43/422 : **SOCIAL AUXILIARY WORKER: PIC REF NO: DSD 130/2026 (POSTS AVAILABLE IN METRO EAST)**

SALARY : Grade 1: R200 691 - Grade 3: R353 016 per annum, (as prescribed by OSD)

CENTRE	:	Department of the Social Development, Western Cape Government
REQUIREMENTS	:	Grade 1: Grade 10 plus completion of the SAW learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately); Protocol and professional ethics. Skills in the following: Good communication (written and verbal); Proven computer literacy; Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
DUTIES	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
ENQUIRIES	:	Mr Quiton Arendse Tel No: (021) 763 6206
POST 43/423	:	**GENERAL WORKER / GROUNDSMAN: ADMIN SUPPORT REF NO: DSD 132/2026 (X4 POSTS AVAILABLE IN VREDELUS, OUTENIEKWA, HORISON, CLANWILLIAM)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Department of the Social Development, Western Cape Government
REQUIREMENTS	:	Adult Basic Education and Training (ABET). Competencies: Knowledge of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment. Skills in the following: Basic communication skills; Basic literacy skills; Ability to work in garden and handle equipment.
DUTIES	:	Perform general assistant work; Maintain premises and surroundings; Maintain the garden; Maintain gardening equipment and tools.
ENQUIRIES	:	Mr. Mornay Johnson at Mornay.Johnson@westerncape.gov.za.

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE	:	25 January 2027
NOTE	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and will be required to submit duly completed and signed vetting and supporting documentation within the timeframe communicated by the WCG and prior to the interview date. Failure to provide the required duly completed and signed vetting and supporting documentation within the prescribed timeframe, without reasonable justification, may result in the shortlisted candidate not being considered further in the current recruitment and selection process. 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. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical

support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/424 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: FINANCIAL ACCOUNTING, SECTION SUPPLY CHAIN MANAGEMENT (GMT) REF NO: WCMD 113/2026**

SALARY : R413 001- R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF Level 6 in Supply Chain Management or relevant field. A minimum of 1–year experience in a Supply Chain Management Environment. Competencies: Knowledge and Requirements Apply legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information; manage projects; apply operational management practices; administer procurement and tendering processes; develop, implement, monitor and review policies and operational processes; apply modern governance and public administration practices; implement public service procedures, processes and systems; apply the constitutional, legal and institutional frameworks governing the South African public sector; manage public finance, human resource and discourse management processes; implement the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; understand provincial government operations and the activities of sister departments and related functional areas; apply relevant government policies; implement labour relations legislation and procedures; manage performance management processes; administer trading entity operations, Government Motor Transport (GMT) policies, financial procedures and financial and supply chain management delegations and instructions; apply National Transport Circular 4 of 2000; manage supply chain management operations and fleet administration; use PERSAL, Fleetman, GOfin, Microsoft Office, GroupWise, Oracle GRAP and ECM systems; analyse regional and local political, economic and social developments affecting provincial government; perform general office administration and database management. Skills: Perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration. Other: Compile reports; solve problems; communicate effectively; plan and organise activities; conduct research; work effectively under pressure; work irregular hours when required; meet tight deadlines.
DUTIES : Stock Management, Financial Reporting and Audit Support; Bid and Tender Administration; Manage and maintain the supplier database; Manage the movable asset register and coordinate office equipment and furniture support services; Managerial/ Supervisory functions.
ENQUIRIES : Mr Yandisa Gqamlana Tel No: (021) 467 4792

POST 43/425 : **PRINCIPAL PROVINCIAL INSPECTOR: QUALITY MANAGEMENT AND EVALUATION (BRACKENFELL) REF NO: WCMD 110/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Equivalent or higher qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years' experience in the field; A valid code A and EC driving licence; No Criminal record. Competencies: Knowledge of the following: Traffic law enforcement practices and principles and applicable policies and procedures; Facilitating assessments and outcome-based education; Collation of information and compilation of reports; Evaluation of the quality of training and administrative processes; Conduct impact evaluations of training and administrative information; Conduct impact assessment of training programmes; Relevant legislation and procedures regarding administrative processes and project management; Departmental policies; General support

systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Planning; Organising; Results and quality management.

DUTIES : To conduct impact, process evaluations of training programmes and all administrative processes; Evaluate the quality of the training and administrative processes; Disseminate relevant training and administrative information; Conduct impact assessments of traffic management programmes provided by external providers; Performing ad-hoc task as required by chief directorate.

ENQUIRIES : Mr D Lakay Tel No: (021) 911 2162

POST 43/426 : **LOSS CONTROL/FRAUD OFFICER: INTERNAL CONTROL REF NO: WCMD 109/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) at NQF 6; A minimum of 1-year relevant experience in a Loss Control Management Internal Control, Investigation or Governance working environment. Competencies: Knowledge and Requirements: Apply the Western Cape Government (WCG) Loss Control System; manage losses and claims in accordance with applicable policies and asset safeguarding requirements; apply the Government Motor Transport Handbook; interpret and analyse BAS reports relevant to loss control; implement the Public Finance Management Act, 1999 (PFMA), National Treasury Regulations, Provincial Treasury Instructions and other applicable legislation, regulatory frameworks, policies and best practices; apply the Departmental Security Policy and Debt Policy; implement the Prescription Act, 1969 (Act 68 of 1969), and manage processes for the recovery of losses; compile and interpret Annual Financial Statements (AFS) and Interim Financial Statements (IFS) reporting; apply the Basic Conditions of Employment Act, 1997; implement the Prevention and Combating of Corrupt Activities Act, 2004; apply the Protected Disclosures Act, 2000, in relation to the disclosure of unethical conduct and corruption. Skills: Conduct investigations; compile reports; perform analytical functions; plan and organise activities; perform literacy functions; use computer systems effectively; interpret and apply policies; perform legal administration.

DUTIES : Investigate, monitor, and settle all losses in respect of damaged GG- vehicles, thefts, shortages and damaged or lost assets; Administer and oversee all claims (claims against the state, claims by the state and claims by relevant persons); Reporting and analysis; Maintain the administration of the Loss Control processes and reporting.

ENQUIRIES : Ms Phelekwa Lufundo-Mayekiso Tel No: (021) 483 2335

POST 43/427 : **SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 114/2026 (X2 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification) at NQF 4; Must be in possession of a Basic Traffic Diploma; A minimum of 3 years of relevant experience as a provincial inspector; A valid code A and EC driving licence; No criminal record. Competencies: Knowledge and Requirements: Apply legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information; understand the operational functioning of the Directorate: Traffic Law Enforcement; apply the National Road Traffic Act, 1996 (Act 93 of 1996), National Road Traffic Amendment Act, 2008 (Act 64 of 2008), Firearms Control Act, 2000 (Act 60 of 2000), Criminal Procedure Act, 1977 (Act 51 of 1977), Firearms Control Regulations, 2004, and National Road Traffic Regulations, 2000; apply dimensional and mass limitations and requirements for abnormal load vehicles in accordance with TRH 11; interpret and apply guidelines issued by the Director of Public Prosecutions; conduct driver and vehicle fitness inspections; implement vehicle impoundment procedures; complete traffic law enforcement documentation; apply operational guidelines for traffic law enforcement equipment; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; implement labour relations legislation and procedures; manage performance management processes. Skills: Perform numeracy and literacy functions; use

computer systems effectively; communicate effectively in the required language; manage projects; perform legal administration. Other: Communicate effectively; plan and organise activities; solve problems; manage conflict; manage resources; maintain effective customer relationships; provide leadership; exercise control and monitoring; manage people; maintain records; ensure effective service delivery; make sound decisions; manage results and quality; compile reports; drive vehicles; conduct investigations; motivate personnel; perform analytical functions; manage operations and projects; negotiate effectively; interpret legislation and information; apply legal and evidential principles; exercise observation skills; mentor and coach personnel; promote innovation and continuous improvement; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Vehicles and Monitor Compliance with Vehicle Fitness and Roadworthiness; Requirements: Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess Road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions.

ENQUIRIES : Mr Thembile Qunta Tel No: (023) 983 1512

POST 43/428 : **ADMINISTRATIVE OFFICER: TRAFFIC LAW FEES COLLECTION AND DISBURSEMENT REF NO: WCMD 106/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) at NQF 6; A minimum of 1–year relevant administrative support experience. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; operate and use the National Traffic Information System (NaTIS); operate government financial systems; perform financial monitoring and reporting in accordance with prescribed procedures and systems; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; manage projects; implement operational management practices; manage public service procedures, processes and systems; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage records; resolve conflicts; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Verify the reconciliation of registration, license and other miscellaneous fees collected by registering authorities, driving license testing centres and vehicle testing stations on behalf of the Department; Verify and escalate over or under payments of fees; Liaison and communication with various clients / stakeholders; Process Payments of Directorate Service Providers and other accounts / invoices.

ENQUIRIES : Mr Walter Channon Tel No: (021) 483 2830

POST 43/429 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (RECORDS MANAGEMENT) REF NO: WCMD 105/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) at NQF 6; A minimum of 1 year of relevant administrative support experience. Competencies: Knowledge of the following: Apply legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information; apply the Provincial Archives Act, 2005 (Act 3 of 2005), the

National Archives of South Africa Act, 1996 (Act 43 of 1996), the Promotion of Access to Information Act, 2000 (Act 2 of 2000), and the Protection of Personal Information Act, 2013 (Act 4 of 2013); manage information and records in accordance with applicable requirements; administer departmental administration systems, electronic records management and information management processes; manage projects; apply operational management practices; implement organisational and management policies and procedures relevant to the Directorate and Chief Directorate; perform general office administration and database management; use general support systems; implement administrative procedures and processes. Skills: Perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration. Other: Communicate effectively; plan and organise activities; solve problems; manage records; resolve conflicts; work effectively under pressure; work irregular hours when required; meet tight deadlines.

DUTIES : Render support with Record Management Policy Development; Ensure the rendering of a sound Departmental Record Management service; Monitor Departmental compliance with Record Management practices; Supervisory functions.

ENQUIRIES : Mr Stiaan Moolman Tel No: (021) 483 4564

POST 43/430 : **ADMINISTRATIVE OFFICER: E-NATIS CLIENT SERVICES REF NO: WCMD 104/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) at NQF 6; A minimum of 1-year applicable functional experience. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems to manage knowledge and information relating to the line function; operate and manage the eNaTIS system; use government financial systems; implement financial monitoring and reporting procedures and systems; manage financial processes in accordance with the Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions and other applicable financial policies, prescripts, directives and collective agreements; manage projects; implement public service procedures, processes and systems; apply operational management practices; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: communicate effectively; plan and organise activities; solve problems; manage records; resolve conflicts; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Verification and capturing of centralised eNaTIS motor vehicle registration and licensing, driving license testing and vehicle testing transactions; Handle enquiries at the provincial call centre and the provincial walk-in centre; Process applications for Special License numbers; Process applications for Department specific transactions.

ENQUIRIES : Mr Brandon Ellie Tel No: (021) 483 2828.

POST 43/431 : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT REF NO: WCMD 103/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) at NQF 6; A minimum of 1 year of relevant administrative support experience. Competencies: Knowledge of the following: Implement legislation, regulatory frameworks, policies and best practices relevant to the line functions; use information systems that support the management of knowledge and information relating to the line function; manage organisational and management practices, policies and the

operational functioning of the Chief Directorate; manage financial monitoring and reporting processes, including budget monitoring instruments, approved post lists and expenditure reports; coordinate and monitor the Chief Directorate's strategic planning and monitoring and evaluation processes; use computer-based information systems; manage departmental administration systems, electronic records and information management processes; implement operational management practices; manage procurement and tendering processes; perform general office administration and database management; operate general support systems; manage information and records; perform administrative procedures and processes; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; Other: plan and organise activities; conduct analytical assessments; compile and write reports; communicate effectively; deliver presentations; maintain effective interpersonal relationships; solve problems; perform supervisory functions; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Render administrative support services; Coordinate Monitoring & Evaluation (M&E) activities and maintain the relevant systems; Provide support to the Directorate for supply chain management activities; Render advice and liaise with regard to administrative matters; Supervisory functions.

ENQUIRIES : Ms Lee-Ann Mars Tel No: (021) 483 3457

POST 43/432 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 112/2026**

SALARY : R280 278 - R330 162 per annum (Level 06)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior certificate or higher qualification) at NQF 4; A minimum of 1-year practical experience in Law Enforcement; Must be in possession of a Basic Traffic Diploma or equivalent qualification; A valid driving licence (Code B or higher). Competencies: Knowledge and understanding of the following: Manage the operational functioning of the Directorate Traffic Law Enforcement; administer the National Road Traffic Act, 1996 (Act 93 of 1996); administer the National Road Traffic Amendment Act, 2008 (Act 64 of 2008); administer the Firearms Control Act, 2000 (Act 60 of 2000); administer the Criminal Procedure Act, 1977 (Act 51 of 1977); administer the Firearms Control Regulations, 2004; administer the National Road Traffic Regulations, 2000; manage dimensional and mass limitations and the requirements for abnormal load vehicles in accordance with TRH 11; implement guidelines from the Director of Public Prosecutions; conduct driver fitness inspections; conduct vehicle fitness inspections; manage impoundment procedures; complete traffic law enforcement documentation; manage traffic law enforcement equipment in accordance with operational guidelines; manage the storage and transportation of dangerous goods in accordance with national and international statutory requirements; Skills: perform numeracy and literacy functions; use computer systems effectively; communicate effectively in the required language; manage projects; perform accounting, finance and audit functions; conduct economic, financial and statistical analysis; perform legal administration; Other: manage records; manage resources; manage customer relationships; resolve conflicts; drive vehicles; negotiate with stakeholders; interpret information and legislation; evaluate legal evidence; conduct observations; work effectively under pressure; work irregular hours when required; meet tight deadlines; travel regularly away from the office when required.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation; Conduct vehicle, driver and road user compliance inspections and enforce compliance with applicable legislation; Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties.

ENQUIRIES : Ms P Swanepoel Tel No: (023) 414 2611