

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2025
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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF SMALL BUSINESS DEVELOPMENT:** Kindly note that the post Blended Finance "REF NO: O: BF was advertised in Public Service Vacancy Circular 37 of 2025 dated 10 October 2025. The correct post name is Officer: Blended Finance "REF NO: O: BF The closing date is amended from 24 October 2025 to 31 October 2025.

PROVINCIAL ADMINISTRATION: NORTHERN CAPE: DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM: Kindly note that the position of Director: Trade & Investment Promotion, Kimberley Office with Ref No: NCDEDAT/2025/05 advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 27 October 2025 is amended. The amendment is as follows: closing date has been extended to 03 November 2025.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT: Kindly note that the positions of Assistant Director: Change Management and Assistant Director: Operator Licence & Permits:

Reference numbers: 54/2025/2026 and 58/2022/2023 respectively, advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 24 October 2025 are amended, as follows: Assistant Director: Change Management: The posts will be re-advertised and Assistant Director: Operator Licence & Permits: The correct Reference number is 58/2025/26. Candidates who have already submitted applications with the initial reference number will not be disqualified. Closing Date: 31 October 2025.

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DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOffice@dcs.gov.za. Contact persons: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts.
- CLOSING DATE** : 31 October 2025 at 15h45.
- NOTE** : All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. With regard to the SMS post, a pre-entry certificate from the National School of Government (NSG) is required from all applicants prior to appointment. The full details of the SMS pre-entry course are obtainable on: <http://www.thensg.gov.za/training/course/sms-pre-entry-programme/>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below:

OTHER POSTS

<u>POST 38/01</u>	:	<u>DEPUTY REGIONAL COMMISSIONER</u> (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R1 521 414 per annum, all-inclusive package
<u>CENTRE</u>	:	Free State Northern Cape Ref No: HO 2025/10/01 Western Cape Ref No: HO 2025/10/02
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Behavioural Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level. Computer literate. Valid driver's licence. Required knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology services. Oversee the rendering of Communication services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 38/02</u>	:	<u>DEPUTY DIRECTOR: SECURITY EVALUATION (NCB4) REF NO: HO 2025/10/03</u> Directorate: Security Standards and Management (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Top secret security classification as an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Project and programme management. Transformation, change, and stakeholder management. Problem solving, Analysis and service delivery Innovation. Decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty. Good Interpersonal relations, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful. Resilient, influence and impact.
<u>DUTIES</u>	:	Development, maintenance and implementation of standards, policies and policy procedures regulating the management of security information. Development of manual/tool for the evaluation of security policies. Manage and evaluate security risks. Conduct investigations of security incidents/breaches. Liaison with internal and external stakeholders on security evaluation and assessments. Manage the development and maintenance of a data base on security information. Analysis and presentation of information. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/(012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act

<u>POST 38/03</u>	:	<u>DEPUTY DIRECTOR: CASE MANAGEMENT (NCB4) REF NO: HO 2025/10/04</u> (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office: Directorate: Corrections Administration
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Ability to network and willingness to travel. Applied strategic thinking. Influence and impact. Financial management, problem solving and decision-making skills. Plan, organise, lead and control. Change management, team leadership, project management and presentation skills. Conflict management, report writing, training and development. Time management, confidentiality, coaching and mentoring.
<u>DUTIES</u>	:	Review, develop, enhance & implement systems/tools and procedures in relation to case administration. Ensure the alignment of the following chapters of the B- Order with Unit management and the offender rehabilitation path: Unit management, case management committees, labour, monitors, gratuity, privileges and disciplinary system. Ensure interpretation and compliance regarding policy procedures. Deal with enquiries by parliament, media, practice, NGO's, politicians, individuals, portfolio committees and regions. Provide inputs for annual report, budget vote, motions against the department and media briefings. Monitor progress with case management utilizing frameworks and action plans. Provisioning of frameworks and tools to regions. Monthly monitoring of successes/failures per region against set targets. Monitor performance of labour by offenders. Monthly monitoring of successes/failures per region against set targets. Monitor compliance with unit management, including a structured day programme and three (3) meals a day system. Quarterly monitoring of successes/failures per region against set targets. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/(012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 38/04</u>	:	<u>DEPUTY DIRECTOR: CORRECTIONAL CENTRES (NCB4) REF NO: HO 2025/10/05</u> Directorate: Corrections Administration (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R925 380 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Degree/national diploma in behavioural sciences and successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years' relevant experience gained in a supervisory and junior management production post. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking, influence and impact. Financial management, problem solving, decision-making and facilitation skills. Plan, organise, lead and control. Change management and project management. Presentation skills, conflict management and report writing. Training and development. Time management, confidentiality, coaching and mentoring.
<u>DUTIES</u>	:	Develop, review, enhance, implement and monitor corrections policy, procedures, tools, standards and applicable legislation in relation to admission, detention and release management. Ensure the alignment of chapters of the Standard Operating Procedures (SOP) regarding unit management and the Offender Rehabilitation Path (ORP). Ensure interpretation and compliance regarding the SOPs and the Offender Rehabilitation Path. Monitoring and management of overcrowding utilizing frameworks, action plans and submission of reports to the relevant forum. Deal with enquiries by parliament; media; practice; NGO's; politicians; individuals; Auditor General; Portfolio

		Committee on Correctional Services; SCOPA; other departments; Directorates and Sub-directorates. Provide inputs for quarterly, mid-term and annual reports and the budget vote. Participate in strategic planning for the Directorate: Correction Administration. Monitoring implementation of the Correctional Services Act, 1998 (Act No. 111 of 1998) as amended. Management of performance information, human resources, finances and assets. Attend internal and external meetings relating to scope of work.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 38/05</u>	:	<u>DEPUTY DIRECTOR: ACADEMIC SUPPORT REF NO: HO 2025/10/06</u> Directorate: Core Curriculum (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R896 436 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An appropriate degree/national diploma in Human Resource Development or equivalent qualification. At least 3-5 years management experience in a supervisory/ junior management at an ASD level in the field of Human Resource Development or Education Training & Development. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of policies, legislation and strategy (WPCSA, Correctional Services Act, Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Ability to develop training or learning programmes. Facilitation and presentation skills. Project management, communication, marketing, report writing, generic management, analytical and negotiation skills. Assertiveness, decisiveness, customer service orientation, initiative, honesty and integrity. Emotional Intelligence.
<u>DUTIES</u>	:	Alignment of training programmes with relevant unit standards and development of learning materials. Management of needs analysis process to determine required competencies. Identification of relevant unit standards and qualifications related to the envisaged training programmes. Coordinate the implementation of learning material related specific training interventions. Manage the implementation of theoretical and experiential learning phases. Ensure that RPL and appeal procedures are established. Coordinate the monitoring and evaluation of all relevant training interventions. Manage finance and supply chain management matters in the directorate at head office. Establish and maintain communication and marketing systems for the directorate. Ensure the availability of external and internal training providers/facilitators for specific interventions. Ensure consultation with relevant internal stakeholders (unions) and line functionaries on matters of mutual interest. Conduct benchmarking exercise with international best practices. Manage the implementation of compulsory orientation and induction programme (on-boarding) in the department and facilitate the verification process. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
<u>NOTE</u>	:	Appointment under the Public Services Act
<u>POST 38/06</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: HO 2025/10/07</u> Directorate: Strategic Planning Management (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R896 436 per annum (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Degree or diploma in Public Administration, Business Administration or equivalent qualification. At least 3-5 years junior management experience in monitoring and reporting at Assistant Director level, exposure to strategic management and auditing. Computer literate. (Advanced computer literacy in Microsoft Office (Word, Excel, PowerPoint) and valid driver's license.

Competencies And Attributes: Interpersonal skills. Advanced facilitation and presentation skills. Analytical skills. Advanced report writing skills. Problem solving skills. Integrity and honesty. Applied strategic thinking. Assertiveness. Ability to network. Willingness to travel and work irregular hours. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and reporting contexts. Innovative and proactive. Ability to take initiative and offer leadership. S/he must demonstrate timely decision making and extensive judgment in monitoring and reporting. In-depth knowledge of reporting prescripts and requirements of national government. In-depth knowledge of planning, monitoring, evaluation and reporting processes. In-depth knowledge and understanding of the DPME EQPR system. In-depth knowledge and understanding of the Public Finance Management Act, Government-Wide Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, Framework for Strategic Plans and Annual Plans. Knowledge of Public Service Act and Public Service Regulations (PSR).

DUTIES

: Develop, support implementation and maintain strategies, systems, guidelines, standard operating procedures and templates for institutional monitoring and reporting of performance. Review and upgrade the application of developed institutional monitoring tools to ensure continuous relevance. Manage and support application and adherence to government-wide and institutional monitoring and reporting requirements. Coordinate the development of the department's quarterly performance reports. Report on policy, budget and strategy alignment. Compile departmental quarterly and annual performance reports for submission to the Management Committee, Executive Authority, National Treasury, DPME, Auditor General, Audit Committee and Parliament. Coordinate the development of the departmental Annual Report, Mid-Term Report and End-Term Report. Conduct verification and validation of planned and reported performance for the quarterly and annual performance reports. Manage process of feedback on verification and validation outcomes to management for improved performance. Compile the departmental Annual Report, Mid-Term Report and End-Term Report. Interpret and support understanding, application and development of internal systems and processes for the monitoring and reporting of performance information. Provide capacity building and technical support on the institutional performance monitoring and reporting. Perform secretariat functions at the National Management Quarterly Performance Review Sessions on a quarterly basis. Develop and facilitate the departmental monitoring & reporting systems for performance auditing and coordinate all responses relating to internal and external audits. Support functionality of the departmental performance management systems on SharePoint. Monitor and report on the implementation of the departmental Annual Operational Plans, as well as budgetary outputs and deliverables. Develop presentations for the governance structures and Parliament. Use monitoring performance lessons to support improvement of departmental strategic and annual performance plans development. Participate, support and provide monitoring and reporting guidance to strengthen functionality of operational and management structures for efficient performance. Research and study best practices in monitoring and reporting and adapt it to departmental environment. Management of performance information, finances, human resources and assets.

ENQUIRIES NOTE

: National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
: Appointment under the Public Services Act

POST 38/07

: **ASSISTANT MANAGER NURSING: MATERNAL/ CHILD AND YOUTH
HEALTH REF NO: HO 2025/10/08**
Directorate: HIV and AIDS (Communicable Diseases)
(Re-advertisement, Candidates who previously applied, need to re-apply.)

SALARY CENTRE REQUIREMENTS

: R755 355 per annum
: National Head Office
: Basic R425 qualification i.e. degree/diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and a post basic nursing qualification, with a duration of at least one (01) year, accredited with SANC in one of their specialties referred to in the OSD for Professional Nurses. Current registration with the South African Nursing Council as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as

		Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at managing or coordinating mental health care issues, maternal, child and youth health. A valid driver's license. Computer literate. Competencies And Attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Communication. Interpersonal skills. Research. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.
<u>DUTIES</u>	:	Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents, youth, geriatrics, inmates with disabilities and mental health care users (including forensic mental health care). Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC) material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Services Act
<u>POST 38/08</u>	:	<u>ASSISTANT DIRECTOR: MONITORING SERVICES (NCB3) REF NO: HO 2025/10/09</u> Directorate: Parole and Probation (Parole Supervision) (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R506 667 per annum
	:	National Head Office
	:	Recognised three (3) year degree/national diploma in Behavioural Sciences. At least five (5) years relevant experience gained in a supervisory post (NCB 2). Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid Driver's Licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant sections of the Criminal Procedure Act 51/1977. Networking/liasion with internal and external stakeholders. Report writing, negotiation, facilitation, presentation and research skills. Communication, listening, problem solving and analytical skills. Project management, decision making, people management and empowerment. Integrity, honesty and confidentiality. Good interpersonal relations and stakeholder management.
<u>DUTIES</u>	:	Conduct research with regard to national and international tendencies of monitoring services for probationers and parolees. Study research on monitoring services for probationer and parolees' projects in other countries. Attend conferences and workshops with regard to monitoring services for parolees and probationers. Formulation of legislation, regulations, policy, manuals and guidelines with regard to monitoring services for parolees and probationers. Revise legislation, regulations, policy, manuals and guidelines with regard to monitoring services for parolees and probationers. Deal with enquiries from regions, parliament or any other person or institution. Provide inputs with regard to the annual report, interpretation of legislation, regulations, policy, manuals or guidelines. Manage the marketing of monitoring services for parolees and probationers. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES NOTE</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Correctional Services Act
<u>POST 38/09</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION TRAINING REF NO: HO 2025/10/10</u> Directorate: Functional Management and Training (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office
	:	An appropriate degree/national diploma in Human Resource Management or equivalent qualification and 3-5 years relevant experience in HRD. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of skills development and related policies, legislation, strategies and programmes (Skills Development Act, SAQA Act, Skills Development Levies Act, National Skills Development Strategy, HRD Strategy, ASGISA etc). Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct etc). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management etc). Knowledge of HR policies and legislation (BCEA, OCHSA, Labour Relations Act, Disciplinary Code and Procedure etc). Knowledge of HRD or Education, Training and Development practice. Facilitation and presentation skills. Ability to develop training or learning programmes. Project management, communication and marketing skills. Report writing and database management. Generic management, analytical and negotiation skills. Customer service orientation, tolerant and initiative. Honesty and integrity.
<u>DUTIES</u>	:	Facilitate the procurement of goods and services and coordinate travel arrangements for the directorate. Administer leave register and other administrative activities. Maintenance of duty and leave register. Checking and submitting leave applications. Collecting and distributing of salary advices. Record keeping for inspections. Processing of miscellaneous personnel information of the directorate. Obtaining and distributing of relevant information. Typing, copying and binding of documents and training material. Care of classified documents. Organize and coordinate meetings for the directorate. Administer and consolidate the allocation of funds. Assist in the management of state funds under supervision. Estimating and budgeting of requirement within the directorate. Allocate funds and compiling of spending plan. Reporting of surpluses/ shortfalls and shifting of funds. Processing of claims of staff. Payment of monies owed by the state.
<u>ENQUIRIES NOTE</u>	:	National Head Office: Ms N Khumalo (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Services Act
<u>POST 38/10</u>	:	<u>ADMINISTRATION OFFICER: LOGISTICS AND STORES REF NO: HO 2025/10/11 (X2 POSTS)</u> (Re-advertisement, Candidates who previously applied, need to re-apply.)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Zonderwater Training College
	:	An appropriate three (3) year degree or national diploma in Logistics/Supply Chain Management/Purchasing Management or equivalent qualification. 2-3 years' experience in a supply chain management environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem-solving, decision making and facilitation skills. Plan, organize, lead and control. Presentation, conflict management, training and communication skills. Time management, confidentiality, coaching and mentoring skills. Knowledge of LOGIS system. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness, influence and impact. Ability to network.
<u>DUTIES</u>	:	Implementation and administer Supply Chain Management, Transport, LOGIS and Procurement policies. Monitor and control incoming and out-going stock. Manage the administration of warehouse, transit and fleet. Oversee the asset verification and logistical processes, asset reconciliations and inventory balancing. Administer reconciliation between BAS and LOGIS. Facilitate logistical training. Placement of orders. Generate procurement suppliers. Administer quotations and bids. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Annual asset verification and asset disposals. Management of resources.
<u>ENQUIRIES NOTE</u>	:	National Head Office: Ms N Khumalo Tel No: (012) 305 8589/ (012) 307 2174
	:	Appointment under the Public Services Act

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	31 October 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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 reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 38/11</u>	:	<u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/8/961</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Provincial Office: Free State

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development studies/ Social Sciences. Five (5) years' experience of which three (3) must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial/ and two (2) years' experience at managerial level. Valid driver's license. Knowledge: Departmental and the Funds Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy, Skills development Act, Event Management and Contract Management, Coordination, Project Management.
<u>DUTIES</u>	:	Manage and Monitor Labour Activation projects receiving funding. Engage with relevant stakeholders on labour Activation Programmes that will benefit UIF beneficiaries. Identify province specific interventions to be funded for Labour Activation. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in cooperation with the Unit Communications within the Fund and the Provincial Office. Manage resources (Human, Finance, Equipment/Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Zama at 072 984 0837
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs10@labour.gov.za
<u>POST 38/12</u>	:	<u>PRINCIPAL COID EMPLOYERS AUDITOR REF NO: HR 4/4/6/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Provincial Office: Limpopo
	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Accounting/ BCOM Accounting/ Internal Auditing. A valid driver's license. Four (4) years functional experience in Compliance Management/ Auditing/ Accounting/ Inspections and Enforcement Environment, of which two (2) years at a supervisory level. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislations, Financial Risk Management and Internal Controls, Department policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), Public Service Regulations, OHS Act and Regulations, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Promotion of Access to Personal Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Labour Relations Act (LRA), Generally Recognized Accounting Principles (GRAP), Extensive knowledge of auditing principles. Skills: Analysing & Interpreting Information (Data Analytics), Analysing and Interpreting of Financial Statements, Employer Assessment and Auditing, Revision of Assessment, Coaching and mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/ Project Planning & Management, Monitoring and assurance, Research and Development, Advanced use of computer systems and software.
<u>DUTIES</u>	:	Manage the implementation of SOPs" s and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TE Maluleke Tel No: (015) 290 1768
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-LP@labour.gov.za
<u>POST 38/13</u>	:	<u>ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/8/960</u> (Re-advertisement)
<u>SALARY CENTRE</u>	:	R468 549 per annum
	:	Provincial Office: Free State

<u>REQUIREMENTS</u>	:	A relevant 3 years' qualifications in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property Management and Real Estate Management. Two (2) years Supervisory experience. Two (2) years functional experience in administration environment. Driver's License. Knowledge: Relevant Departmental policies and procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.
<u>DUTIES</u>	:	Manage the office accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective records management services in the Province. Monitor and ensure that all ITC equipment is operational.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Tokwe Tel (051) 505 6204
	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 38/14</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER II PES REF NO: HR4/4/5/83</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Richmond - KZN
	:	Three (3) year relevant qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Mtolo Tel No: (033) 212 2768
	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 38/15</u>	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/82</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Richmond - KZN
	:	Senior Certificate plus a 3 year recognised qualification in the relevant field, ie. Mechanical Engineering, Mechatronic Engineering. Valid Driver's licence. Knowledge: Departmental policies and 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. 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 communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Mtolo Tel No: (033) 212 2768
	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za
<u>POST 38/16</u>	:	<u>OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/5/81</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Labour Centre: Kokstad - KZN
	:	Senior Certificate plus a 3-year recognised qualification in the relevant field, ie. Civil Engineering/Construction. Valid Driver's licence. Knowledge: Departmental policies and 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. 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 communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Ngqoza Tel No: (039) 201 0501
	:	Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Application: Jobs-KZN15@labour.gov.za
<u>POST 38/17</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/25/10/01HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Head Office: Pretoria
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Human Resources Management. One (1) year functional experience in Human Resources Management. Knowledge: All labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public service regulations, Batho Pele Principles, PERSAL, CORE. Skills: Computer literacy, Planning and organising, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accuracy, Data capturing, Problem solving, Supervisory.
<u>DUTIES</u>	:	Administer Recruitment and Selection processes within the Department. Administer Service Benefits of employees such as leave, service termination and housing. Handle human resource administration enquiries. Supervise all the resources of the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Z Mdebuka Tel No: (012) 309 4830
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. or email: Jobs-HQ12@Labour.gov.za
<u>POST 38/18</u>	:	<u>UIF CLIENT SERVICE OFFICER (X454 POSTS)</u> (Re-advertisement, applicants who previously applied must re-apply)
<u>SALARY</u>	:	R269 499 per annum

CENTRE

: Labour Centre: Barberton Ref No: HR4/4/7/200 (X16 Posts)
Labour Centre: Bethal Ref No: HR4/4/7/201 (X16 Posts)
Labour Centre: Morgenzon Satellite Ref No: HR4/4/7/202 (X12 Posts)
Labour Centre: Carolina Ref No: HR4/4/7/203 (X15 Posts)
Labour Centre: Badplaas Satellite Ref No: HR4/4/7/204 (X12 Posts)
Labour Centre: Eerstehoek Ref No: HR4/4/7/205 (X16 Posts)
Labour Centre: Ermelo Ref No: HR4/4/7/206 (X14 Posts)
Labour Centre: Breyton Satellite Ref No: HR4/4/7/207 (X12 Posts)
Labour Centre: Lothair Satellite Ref No: HR4/4/7/207 (X12 Posts)
Labour Centre: Malelane Ref No: HR4/4/7/208 (X9 Posts)
Labour Centre: Komatipoort Satellite Ref No: HR4/4/7/209 (X12 Posts)
Labour Centre: KwaMhlanga Ref No: HR4/4/7/210 (X10 Posts)
Labour Centre: Mbibane Satellite Ref No: HR4/4/7/211 (X12 Posts)
Labour Centre: Mdutjana Satellite Ref No: HR4/4/7/212 (X11 posts)
Labour Centre: Mokobola Satellite Ref No: HR4/4/7/213 (X12 Posts)
Labour Centre: Siyabuswa Satellite Ref No: HR4/4/7/214 (X12 Posts)
Labour Centre: Mashishing Ref No: HR4/4/7/215 (X14 Posts)
Labour Centre: Waterval Boven Satellite Ref No: HR4/4/7/216 (X10 Posts)
Labour Centre: Middelburg Office Ref No: HR4/4/7/217 (X8 Posts)
Labour Centre: Belfast Satellite- Ref No: HR4/4/7/218 (X10 Posts)
Labour Centre: Hendrina Satellite Ref No: HR4/4/7/219 (X10 Posts)
Labour Centre: Machadodorp Satellite Ref No: HR4/4/7/220 (X12 Posts)
Labour Centre: Mbombela Ref No: HR4/4/7/221 (X4 Post)
Labour Centre: Hazyview Satellite Ref No: HR4/4/7/222 (X12 Posts)
Labour Centre: Whiteriver Satellite Ref No: HR4/4/7/223 (X12 Posts)
Labour Centre: Mkhondo Ref No: HR4/4/7/224 (X16 Posts)
Labour Centre: Amersfoort Satellite Ref No: HR4/4/7/225 (X12 Posts)
Labour Centre: Volksrust Ref No: HR4/4/7/226 (X17 Posts)
Labour Centre: Sabie Ref No: HR4/4/7/227 (X15 Posts)
Labour Centre: Graskop Satellite Ref No: HR4/4/7/228 (X12 Posts)
Labour Centre: Casteel Satellite Ref No: HR4/4/7/229 (X13 Posts)
Labour Centre: Secunda Ref No: HR4/4/7/230 (X11 Posts)
Labour Centre: Leandra Satellite Ref No: HR4/4/7/231 (X12 Posts)
Labour Centre: Standerton Ref No: HR4/4/7/232 (X14 Posts)
Labour Centre: Balfour Ref No: HR4/4/7/233 (X12 Posts)
Labour Centre: Emalahleni Ref No: HR4/4/7/234 (X1 Posts)
Labour Centre: Delmas Satellite Ref No: HR4/4/7/235 (X10 Posts)
Labour Centre: Ogies Satellite Ref No: HR4/4/7/236 (X6 Posts)
Labour Centre: Ga-Nala Satellite Ref No: HR4/4/7/237 (X8 Posts)

REQUIREMENTS

: Matriculation/Grade 12/Senior Certificate. Knowledge: 0 to 6 months' experience. Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES

: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

Mr N Makgaba Tel No: (013) 712 3066/3353

Mr C Motanyane Tel No: (017) 647 2383/5212

Mr R Mokoena Tel No: (017) 8431077/2111

Mr Rathipe Tel No: (017) 819 7623/3010

Mr Ndimande Tel No: (013) 947 3173/2484/2278

Ms N Ndhlovu Tel No: (013) 790 1528/1682/1359

Mr L Mokhasi Tel No: (013) 235 2368/9

Mr T Milanzi Tel No: (013) 2833600

Ms J Thwala Tel No: (013) 753 2844/5/6 755 2640

Ms L Mashego Tel No: (017) 826 1883/4

Ms L Mashego Tel No: (013) 764 2105/6

Mr S Ndimande Tel No: (017) 631 2585/2652

Mr L Ledwaba Tel No: (017) 712 1351/4809

Mr E Masemola Tel No: (013) 653 3800/656 1422-8

APPLICATIONS

: Deputy Director Labour Centre Operations: Barberton LC Private Bag X1634, Barberton, 1300 or hand deliver at Eureka Centre Shop no11, Nourse Street, Barberton. Or Email: Jobs-BBN@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Bethal LC, Morgenzon Satellite Private Bag X1029, Bethal, 2310 or hand deliver at 9 Vuyisile Mini Street, Bethal Or Email: Jobs-BTH@LABOUR.gov.za
Deputy Director Labour Centre Operations: Carolina LC, Badplaas and Eerstehoek Satellite Private Bag X718 Carolina 1185, Physical Address: No 9 Goud Street, Carolina 1185 Or Email: Jobs-CRL@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Ermelo LC, Breyten and Lothair Satellite Private Bag X9054 Ermelo 2350, or deliver at Merino Trust Building, CNR De Jager and Joubert Street, Ermelo or Email: Jobs-EML@LABOUR.gov.za
Deputy Director Labour Centre Operations: Malelane LC and Komatipoort Satellite P.O Box 1112, Sidlamafa, 1332 or hand deliver at 1st Floor ABSA Building, 19 Lorenzo Road, Malelane, Or Email: Jobs-MLE@LABOUR.gov.za
Deputy Director: Labour Centre Operations: Kwamhlanga LC, Mbibane, Mdujana, Mokobola and Siyabuswa Satellite Private Bag X4016, Kwamhlanga, 1022 or hand deliver at: Government Complex, Old Parliament, Building, Nr 6 KwaMhlanga or email: Jobs-KGA@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Mashishing LC and Waterval Boven Satellite Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing or Email: Jobs-LDB@LABOUR.gov.za
Deputy Director Labour Centre Operations: Middelburg LC, Belfast, Hendrina and Machadodorp Satellite Private Bag X251833, Middelburg, 1050 or deliver at Emily Hobhouse Building, 175 Cowen Ntuli Street, Middelburg. Or Email: Jobs-MDB@LABOUR.gov.za
The Deputy Director: Labour Centre Operations: Mbombela LC, Hazyview and Whit River Satellite Private Bag X 11298, Mbombela, 1200. Or hand deliver at: Standard Bank Building, 29 Brown Street, Mbombela or via Email: Jobs-MBO@LABOUR.gov.za
For attention Acting Deputy Director: Labour Centre Operations: Mkhondo LC, Amersfoort and Volksrust Satellite Private Bag X34, Mkhondo, 2380 or hand deliver at: Balalas Building 42, Kotze Street, Mkhondo. Or Email: Jobs-PRT@LABOUR.gov.za
For attention Deputy Director: Labour Centre Operations: Sabie LC, Graskop and Casteel Satellite Private Bag X523, Sabie, 1260 or hand deliver at: Old Spar Centre 10th Avenue Sabie Or Email: Jobs-SBI@LABOUR.gov.za
Deputy Director Labour Centre Operations: Secunda LC and Leandra Satellite Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda Or Email: Jobs-SCU@LABOUR.gov.za
Deputy Director: Labour Centre Operations: Standerton LC and Balfour Satellite Private Bag X2001 Standerton 2430 or hand deliver at: 14C Vry Street Standerton 2430 Or Email: Jobs-STN@LABOUR.gov.za
Chief Director: Provincial Operations: Emalahleni LC, Delmas, Ogies and Gana Satellite Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-WTB@LABOUR.gov.za

POST 38/19

: **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES)**
REF NO: HR/4/4/7/57 (X5 POSTS)
(Re-advertisement, applicants who previously applied must re-apply)

SALARY CENTRE

: R269 499 per annum
: Labour Centre: Eerstehoek Ref No: HR4/4/7/245 (X1 Post)
: Labour Centre: Ermelo Ref No: HR4/4/7/246 (X1 Post)
: Labour Centre: Carolina Ref No: HR4/4/7/247 (X1 Post)
: Labour Centre: Sabie Ref No: HR4/4/7/248 (X1 Post)

REQUIREMENTS

: Matriculation/Grade 12/Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, 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.
<u>ENQUIRIES</u>	:	Mr R Mokoena Tel No: (017) 8431077/2111 Mr M Rathipe Tel No: (017) 819 7623/3010 Ms L Mashego Tel No: (013) 764 2105/6
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Carolina and Eerstehoek LC, Private Bag X718 Carolina 1185 Physical Address: No 9 Goud Street, Carolina 1185 or Email: Jobs-MPU-CSO-PES1@LABOUR.gov.za Acting Deputy Director Labour Centre Operations: Ermelo LC, Private Bag X9054 Ermelo 2350, or deliver at Merino Trust Building, CNR De Jager and Joubert Street, Ermelo or Email: Jobs-MPU-CSO-PES2@LABOUR.gov.za For attention Deputy Director: Labour Centre Operations: Sabie LC Private Bag X523, Sabie, 1260 or hand deliver at: Old Spar Centre 10th Avenue Sabie or Email: Jobs-MPU-CSO-PES4@LABOUR.gov.za
<u>POST 38/20</u>	:	<u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) REF NO: HR/4/4/7/56 (X8 POSTS)</u> (Re-advertisement, applicants who previously applied must re-apply)
<u>SALARY CENTRE</u>	:	R269 499 per annum Labour Centre: Barberton Ref No: HR4/4/7/238 (X1 Post) Labour Centre: Bethal Ref No: HR4/4/7/239 (X1 Post) Labour Centre: Carolina Ref No: HR4/4/7/240 (X1 Post) Labour Centre: Ermelo Ref No: HR4/4/7/241 (X1 Post) Labour Centre: Mkhondo Ref No: HR4/4/7/242 (X1 Post) Labour Centre: Sabie Ref No: HR4/4/7/242 (X1 Post) Labour Centre: Secunda Ref No: HR4/4/7/243 (X1 Post) Labour Centre: Standerton Ref No: HR4/4/7/244 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Mr N Makgaba Tel No: (013) 712 3066/3353 Mr C Motanyane Tel No: (017) 647 2383/5212 Mr R Mokoena Tel No: (017) 8431077/2111 Mr Rathipe Tel No: (017) 819 7623/3010 Ms L Mashego Tel No: (017) 826 1883/4 Ms L Mashego Tel No: (013) 764 2105/6 Mr S Ndimande Tel No: (017) 631 2585/2652 Mr L Ledwaba Tel No: (017) 712 1351/4809
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Barberton LC Private Bag X1634, Barberton, 1300 or hand deliver at Eureka Centre Shop no11, Nourse Street, Barberton. Or Email: Jobs-MPU-CSO-IES1@LABOUR.gov.za Acting Deputy Director Labour Centre Operations: Bethal LC, Private Bag X1029, Bethal, 2310 or hand deliver at 9 Vuyisile Mini Street, Bethal or Email: Jobs-MPU-CSO-IES2@LABOUR.gov.za Deputy Director Labour Centre Operations: Carolina LC, Private Bag X718 Carolina 1185, Physical Address: No 9 Goud Street, Carolina 1185 Email: Jobs-MPU-CSO-IES3@LABOUR.gov.za Acting Deputy Director Labour Centre Operations: Ermelo LC, Private Bag X9054, Ermelo 2350, or deliver at Merino Trust Building, CNR De Jager and Joubert Street, Ermelo Or Email: Jobs-MPU-CSO-IES4@LABOUR.gov.za For attention Acting Deputy Director: Labour Centre Operations: Mkhondo LC, Private Bag X34 Mkhondo, 2380 or hand deliver at: Balalas Building 42, Kotze Street, Mkhondo. Or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za For attention Deputy Director: Labour Centre Operations: Sabie LC Private Bag X523, Sabie, 1260 or hand deliver at: Old Spar Centre 10th Avenue Sabie or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za

Deputy Director Labour Centre Operations: Secunda LC, Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson street, Sunset Park, Secunda Or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za
Deputy Director: Labour Centre Operations: Standerton LC and Balfour Satellite Private Bag X2001 Standerton 2430 or hand deliver at: 14C Vry Street Standerton 2430 Or Email: Jobs-MPU-CSO-IES@LABOUR.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Cape Town, Western Cape, Eastern Cape and Bloemfontein:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
KwaZulu Natal: Must be hand-deliver to 185 Langalibalele Street, Old Mutual Building, Pietermaritzburg, 3200
- CLOSING DATE** : 10 November 2025
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.
- ERRATUM:** Kindly note that the post for the Deputy Director: Forest Based Enterprises (Pretoria) with Ref No: FOM17/2025 advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 03 November 2025 is amended. The amendment is as follows, the centre of the post is Polokwane, Limpopo.

OTHER POSTS

<u>POST 38/21</u>	:	<u>DEPUTY DIRECTOR: EPWP YOUTH PROJECTS IMPLEMENTATION REF NO: EP26/2025</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Training and Development/Developmental Studies or relevant qualification within the related field as recognised by SAQA. Five (5) years' experience in Education, Training and Development (ETD) and development or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Skills Development act, skills development / training plans, Employment equity. Skills levies Act and SAQA. Undertaking of skills audit Environment and legislation. Expanded Public Works programme, integrated sustainable rural development and urban renewal programme. Financial management. Project management. Personnel management. Leadership and Management skills. Coordination skills. Organisational and planning. Communication skills (written and spoken). Programme and Project Management. Listening skills. Writing skills. Decision-making skills. Report writing skills. Organisational skills. Ability to interpret regulation and develop appropriate policy. Ability to work under extreme pressure. Supervisory experience and drivers license.
<u>DUTIES</u>	:	Manage the implementation and reporting of Training, Youth Empowerment and Contractor Development projects. Manage project contracts. Manage project management service providers. Lead recruitment of project participants. Evaluate projects monthly reports. Evaluate and process stipend payments. Manage invoice payments to service providers. Manage cash-flows and expenditures. Manage the contract register at a project level. Manage audit issues at a project level. Conduct project inspections. Ensure project Occupational Health and Safety Compliance. Manage the initiation and planning of Training, Youth Empowerment and Contractor Development projects. Lead the sourcing of projects from project proponents Recommend project concepts. Conduct feasibility studies. Recommend project for approval and funding. Develop procurement plan. Lead the sourcing of service providers to implement projects. Lead the contracts' vetting process. Manage the planning of Training, Youth Empowerment and Contractor Development projects. Conduct briefing sessions with appointed service providers. Lead the development of business plans and recommend approvals. Evaluate training plans and recommend approvals. Present final business plans to project proponents. Ensure project compliance to norms and standards and standard operating procedures. Manage stakeholders involved in Youth Empowerment and Contractor Development projects Identification of stakeholders within the province. Lead partnership engagements with stakeholders in the province. Introduce new projects to project proponents. Conduct progress review meeting. Conduct project advisory meetings. Lead service providers briefing sessions. Manage the close-out procedures for Training, Youth Empowerment and Contractor Development projects. Facilitate graduation ceremonies. Evaluate and recommend project completion reports approvals. Verify competency certificates. Recommend payment of retention fees and project closure on the reporting system. Compilation and evidence keeping for future audit purposes.
<u>ENQUIRIES</u>	:	Nandipha Makwetu at 067 5966 094
<u>APPLICATIONS</u>	:	EP26-2025@dffe.gov.za
<u>POST 38/22</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: CMS20/2025</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) or higher in Human Resource Management relevant qualification within the related field as recognised by SAQA. Five (5) years' experience in Human Resource Management with specific reference to Performance Management, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent. Computer literacy Skills that would include a good working knowledge of Microsoft Office

products, especially Microsoft Excel, PowerPoint, Outlook, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks. Ability to work with difficult persons and to resolve conflict. Willingness to travel. Sense of responsibility, loyalty and honesty.

DUTIES : Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and appoint committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Manage the administration of the PMDS online system and other digital platforms. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement process emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders, and management.

ENQUIRIES APPLICATIONS : Mr M Beta, mbeta@dffe.gov.za
: CMS20-2025@dffe.gov.za

POST 38/23 : **DEPUTY DIRECTOR: SUSTAINABLE FOREST MANAGEMENT POST REF NO: FOM15/2025**

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum, (all-inclusive salary package)
: Pretoria
: National Diploma or Degree (NQF 6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience of which three (3) of them should be at the entry / junior managerial level (Assistant Director level or equivalent). Extensive experience in Forestry / Natural Resources Management / Conservation Management or Environmental Scientist or related field. Sound understanding of the National Forests Act, 1998 (Act No 84 of 1998). Knowledge of Forestry and environmental management sector. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and analysis. Excellent Communication (verbal, presentation and report writing). Ability to work independently and efficiently under pressure. A valid driver's license and willing to travel.

DUTIES : Manage, monitor and evaluate the development of policy instruments. Ensure the development of policies, guidelines and strategies for managing the administration of the National Forests Act. Manage and coordinate the legislative review of the National Forests Act and regulations. Ensure compliance and enforcement of the NFA while advocating co-operative governance. Manage and build Compliance and Enforcement of the National Forests Act through training and capacity building. Render support to Compliance and Enforcement Stakeholder Engagements (e.g. working groups). Manage capacity building and advisory support. Manage and provide training on the provisions of the NFA to institutions of higher learning. Support regions in the implementation of provisions of the National Forests Act. Provide leadership to the NFA Sub-directorate. Provide advice to senior management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the Sub-directorate. Ensure capacity and development of staff.

ENQUIRIES APPLICATIONS : Mr C Ndou at 0660191221
: FOM15-2025@dffe.gov.za

<u>POST 38/24</u>	:	<u>SCIENTIST PRODUCTION GRADE A REF NO: OC29/2025</u>
<u>SALARY</u>	:	R761 157 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Bachelor's (BSc) Honours Degree (NQF8) in Physical Oceanography or relevant equivalent in Science qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional scientist. Relevant three (3) years post qualification experience, with a proven track record of relevant research and development output, including mentoring. Proven good knowledge of Physical Oceanography dynamics, processes and variability. Knowledge of Scientific methodologies and models and to analyse, interpret large datasets. Ability to conduct basic and applied oceanographic research. Skills: Decision making, analytical skills, customer focus and responsiveness, networking and mentoring. Must have good communication (both verbal and written), and report writing skill. Willingness and ability to go to sea and/or conduct field work regularly and for extended periods of time. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951) in order to undertake research at sea.
<u>DUTIES</u>	:	Develop and implement methodologies, systems, policies, procedures. Conduct basic and applied research required to develop and implement methodologies, policies, systems and procedures. Monitor and evaluate project performance. Provide scientific, data, advice and information when requested. Perform scientific analyses and sample processing. Gather and process in situ and satellite data and samples, and model output as required. Conduct basic and applied analysis of data and samples as required. Formulate proposals and compile reports. Conduct research and advance professional development. Conduct basic and applied physical oceanography research as required. Participate in research cruises and/or coastal field trips as required. Perform Environmental Monitoring and Assessment. Investigate variations and patterns of physical oceanographic dynamics, processes, and variability by using in situ and satellite data, and additional model outputs as required. Assess impacts of physical oceanographic dynamics, processes, and variability on the southern African marine ecosystem. Perform regulatory functions and administrative tasks. Participate in outreach events, including public talks, exhibitions, conferences, stakeholder meetings, etc.
<u>ENQUIRIES</u>	:	Dr Tarron Lamont, tlamont@dfre.gov.za
<u>APPLICATIONS</u>	:	OC29-2025@dfre.gov.za
<u>POST 38/25</u>	:	<u>ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP25/2025</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Environmental Science / Environmental Management or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years in a Project Management role. Knowledge of Environmental related legislation. Natural resource management. Invasive alien species management. South African National Standards. Administrative procedures. Financial management. Project management. Personnel management. Programme-based natural resource operational planning. Public Finance Management Act and Treasury Regulations. Human resource and Statistical analysis Extensive management and technical training in order to understand operational functioning of the programme. Public Service and departmental procedures and prescripts. Socio-economic development. The incumbent should have the following skills; Leadership and Management. Strategic thinking and planning. Analytical and Systems thinking. Conceptual thinking, Problem solving, Computer literacy, Communication skills, Technical writing skills, Report/professional writing, Mentorship skills, Organising skills, Facilitation skills, Planning skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports.
<u>DUTIES</u>	:	Coordinate the implementation of EP Non-infrastructure projects and invasive alien plant clearing activities within the province. Ensure compliance with EP

		Non-Infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms U Makati Tel No: (043) 722 0685
	:	EP25-2025@dffe.gov.za
<u>POST 38/26</u>	:	<u>ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT REF NO: BC23/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	KZN (Nkwezela State Forest)
	:	National Diploma (NQF6) in Forestry or equivalent qualification within the related field as recognised by SAQA, coupled with a minimum 3 years relevant experience in Indigenous Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), National Environmental Management Act (NEMA), National Environmental management: Protected Areas Act (NEMPA), other environmental legislations and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health, and Safety Act, PFMA, Treasury Regulations. Knowledge of Indigenous Forestry and Protected areas operational processes. Skills: People management and empowerment, financial management, Project and programme management, Communication (written and verbal), Leadership, Facilitation and negotiation skills, Planning and execution. Ability to work long hours, to apply policies. work individually and in team, work with difficult persons and to resolve conflict, Innovative and proactive. A valid driver's license.
<u>DUTIES</u>	:	Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Auditing of forests and implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some Indigenous forests. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Roads (e.g., management roads, tourist roads, etc.). Office buildings (e.g., offices, stores, gardens, staff houses, guest houses, ablution facilities etc.). Tourism facilities (Recreational facilities e.g., hiking huts, guest houses, camp sites, picnic sites, bird hides, etc.). Forest boundary beacons and fences. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Ensure presentations to visitors, schools, and communities. Promote indigenous tree planting and Arbor week. Promote, facilitate, and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighbouring farmers, communities, NGOs, and other stakeholders). Participate in biodiversity related forums and workshops. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols. Oversee the issuing of licenses and other relevant permits. Compile and submit monthly and quarterly reports (technical and support related e.g., work plans for PMDS). Develop an Operational Plan for the estate. Manage human resources. Provide inputs into the development of internal standards and guidelines. Coordinate and manage booking for in hiking huts accommodation. Inputs on the formulation of policies and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. TV Ramatshimbila Tel No: (012) 309 5716
	:	BC23-2025@dffe.gov.za
<u>POST 38/27</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: CMS21/2025</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Cape Town

<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF6) in Human Resources Management/Development or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) in the field of Human Resources Management. Proven experience in Human Resource Management, with specific focus on Human Resource Recruitment, Selection and Service Conditions and Benefits. Experience in retention strategies and knowledge of processes and practices. Knowledge of the Public Service Act, 1994 (Act 103 of 1994), Public Service Regulations, the Employment Equity Act, 1998 (Act 55 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) as well as administrative procedures and broader public service human resource regulatory frameworks. Supervisory experience. Skills: Good communication (verbal and written), organising, planning, research, analytical, coordination, presentation and stakeholder liaison, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours. Ability to take initiatives and provide creative solutions. Ability to work under pressure. Ability to work with difficult persons and resolve conflict.
<u>DUTIES</u>	:	Provide leadership and supervision to a team of Recruitment Officers Oversee the provision of professional and effective Recruitment and Service Conditions and Benefits function to Line Managers. Ensure and provide support in terms of service conditions and benefits such as leave, PILIR allowances, pensions, resettlement, medical assistance, overtime, financial disclosures for SMS. Facilitate policy development and implementation on staff recruitment and retention matters. Facilitate the implementation of the Department's retention strategy. Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Provide advice on all Recruitment, Selection and Service Benefits and Conditions related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Nzwane Tel No: (021) 493 7223
	:	CMS21-2025@dffe.gov.za
<u>POST 38/28</u>	:	<u>ASSISTANT DIRECTOR: CREDIT, TRAVEL AND SUBSISTENCE REF NO: CFO20/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Cape Town
	:	National Diploma (NQF 6) or in Cost and Management Accounting or relevant qualification within the related field, as recognised by SAQA with minimum of three (3) years relevant experience in Financial Management or related field. Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting, Supply Chain Management and Logistics. Knowledge of Public Service Financial Legislative Frameworks. Must have extensive experience operating transversal financial systems (BAS, LOGIS and PERSAL). Advanced skills in financial management. Good interpersonal relations, problem solving, analysis and people management. Must be computer literate and be able to work well individually and in a team as well as under extreme pressure. Must be able to maintain good relationships and work effectively with various stakeholders. Must be in possession of a valid driver's licence.
<u>DUTIES</u>	:	Ensure that BAS, LOGIS & Travel and Subsistence claims are accurate and processed effectively and efficiently in terms of departmental policies and procedures. Ensure compliance to Treasury Regulation 8.2.3, all departmental policies and procedures. Compile financial reporting inputs on a monthly and/or quarterly basis. Ensure that all suppliers are verified and registered on departmental financial systems. Supervise the cashier/ petty cash office and adequately account for all revenue received. Ensure provision of petty cash in the region. Assist in providing financial guidance to responsible managers. Exercise adequate control over filed payment documents (batch/ document control). Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Essack Tel No: (021) 493 7165
	:	CFO20-2025@dffe.gov.za
<u>POST 38/29</u>	:	<u>GIS TECHNICIAN PRODUCTION GRADE A REF NO: EP28/2025</u>
<u>SALARY CENTRE</u>	:	R391 671per annum
	:	Bloemfontein

<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in GIS / Cartography or relevant qualification within the related field, as recognised by SAQA with three (3) year post qualification technical GIS experience. Compulsory registration with PLATO as a GISc Technician. Knowledge of programme and project management, Legal and operational compliance Knowledge. Process knowledge and skills, knowledge of Database Management, Maintenance and Systems skills. Geo-Database design and analysis. Knowledge Research and development. Strategic management and direction, Financial Management. Ability to communicate with people at different levels, Data analysis skills, organising and management skills. Work effectively with others as a member of a team, quality work. A valid driver's license and willingness to long hours with limited supervision.
<u>DUTIES</u>	:	Perform technical GISc activities. Source spatial information from various data custodians, Capture and clean spatial data from various formats and sources, Apply coordinate systems and projections. Undertake spatial analysis with regards to GISc projects. Maintain GIS unit Effectiveness, Maintain GISc tools. Updating of GISc software and renewal of licenses. Document organisational GISc challenges, Organise workshops for user requirements analysis. Identify gap analysis on available spatial information in the organization. Document software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Supervise subordinates' key performance areas by setting and monitoring performance standards
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Rofhiwa Mathivha Tel: (051) 430 7243
	:	EP28-2025@dffe.gov.za
<u>POST 38/30</u>	:	<u>PROJECT COORDINATOR: EP NON-INFRASTRUCTURE PROGRAMMES</u> <u>REF NO: EP24/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	George: Western Cape
	:	National Diploma (NQF6) in Natural / Environmental Science or relevant qualification within the related field as recognised by SAQA. Two (2) years' experience in Project Coordination or relevant field. The candidate must have knowledge of the following: Knowledge of Alien vegetation control. Understanding of Project management. General Administration. Administration field: emails, Internet, Word Processing. Financial Administration. Project Management. Departmental procedures and prescript/policies. Skills; Sound organising and planning skills. Ability to work under pressure. Ability to work with difficult people. Responsible and loyal. Honest and reliable. Ability to work long hours voluntary. Ability to work with limited supervision. Ability to share knowledge. Good interpersonal relations. General and Good communications skills. Coordination skills. Computer literacy. Listening skills. Writing skills. Human relations skills.
<u>DUTIES</u>	:	Provide project planning support services. Develop a project plan / APP for the project. Ensure a training plan is developed and approved for project. Engage stakeholders in the project area. Facilitate the implementation of the project plans. Ensure work opportunities are created through the non-infrastructure project. Ensure full time equivalents are created through the non-infrastructure project. Ensure all task/verification requests are completed. Ensure training interventions are monitored in the project. Monitoring of the project. Conduct sites visits. Ensure operational assessment reports are completed. Ensure project vehicles are authorized in line with norms and standards. Ensure incident reports are completed in line with OHS policy. Ensure key performance indicator reports are completed for the project. Monitor the project cash flow. Ensure OHS assessment reports are completed. Render projects close out services. Conduct interim and final site inspection in the project. Facilitate completion certificates for areas verified. Compile close out reports
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Nceba Ngcobo at 083 451 2154
	:	EP24-2025@dffe.gov.za
<u>POST 38/31</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR2): CORPORATE LEGAL SUPPORT & LITIGATION REF NO: RCSM09/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R233 712 per annum, (OSD)
	:	Cape Town
	:	LLB degree coupled with at least one (1) year appropriate post qualification in legal/litigation experience. Knowledge of Environmental Law, Mining Law,

Constitutional and Administrative Law. An ability to interpret and apply law, legislations, and policies. Good analytical and research skills. Good verbal and written communication skills. Good legal drafting skills. Computer literacy. Ability to work in a team, a pro-active, problem-solving, and positive attitude. Ability to adhere to deadlines is essential. Must be able to travel and must have a valid driver's licence and be able to work after hours or over weekends when necessary. Good negotiating skills.

DUTIES

: Drafting of contracts or international instruments on request and instructions from client directorates. Ensuring legalities and legal formalities of contracts or international instruments conform to the prescribed prescripts. Provide general legal support including providing legal advice and opinions. Conduct information and training workshops within the Department on contract manual and templates, PAIA, POPIA and PAJA Ensure PAIA requests are responded to within the time frames specified in terms of the PAIA.

ENQUIRIES

: Ms L Tsegarie Tel No: (021) 441 2719

APPLICATIONS

: RCSM09/2025@dffe.Gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	03 November 2025
<u>NOTE</u>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). 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

<u>POST 38/32</u>	:	<u>DIRECTOR: NURSING PRACTICE REF NO: NDOH 75/2025</u> Chief Directorate: Nursing Practice
<u>SALARY</u>	:	R1 266 714 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 and NQF 7 qualification in Nursing, Registrable with the South African Nursing Council (SANC). Annual practising license certificate from SANC is mandatory. Postgraduate qualification in Nursing Administration/Health Services Management will be an added advantage. At least five (5) years' clinical experience in the nursing environment (Administration, Education, or Primary Health Care) as Nurse Manager/Middle Management/Senior Management level. Knowledge of the Constitution of South Africa to adopt a right-based-approach to nursing practice. Knowledge of statutory body requirements, as well as relevant legislative framework

governing the practice of nursing and midwifery. Knowledge of General Public Service Administrative policies that have relevance to nursing practice; Labour relations and Employment equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act and National Health Act. Good communication (verbal and written), managerial, interpersonal, people management, project and programme management, policy development and analysis, leadership, effective decision making and computer skills (MS Office package). Ability to work under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Develop relevant policy guidelines for nurses and midwives, based on their scopes of practice. Facilitate the development and review of policy guidelines for the practice of nursing and midwifery, that respond to the current challenges facing the health care system. Provide nursing and midwifery practice leadership and support provincial development of Standard Operating Procedures (SOPs). Establish the National Nursing Managers forum and assist and support the establishment of provincial forums. Liaise with statutory bodies and other relevant stakeholders in the development and update of the regulatory framework to institutionalize nursing practice in South Africa. Promote provincial implementation of Continuing Professional Development (CPD) for professional nurse and midwives, in collaboration with the SANC. Develop a collaborative relationship with all stakeholders that deal with nursing practice matters to improve quality of care at all levels. Redesign nursing practices to meet the emerging new challenges as well as in alignment with international trends. Facilitate implementation of the National Nursing Leadership Competency Framework. Manage financial and human resources for the Directorate: Nursing Practice, including continued advocacy to ensure availability of adequate resources to create positive practice environments in all the nine provinces. Develop a costed business plan based on strategic objectives.

ENQUIRIES : Dr M Matandela Tel No: (012) 395 9671

OTHER POSTS

POST 38/33 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 76/2025**
Directorate: Financial and Management Accounting

SALARY : R896 436 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 and NQF 7 qualification in Financial Accounting or Auditing as recognized by SAQA. At least three (3) years' relevant experience at Assistant Director level in financial accounting or auditing field. In-depth knowledge of effective financial administration within the Public Service including government banking procedures, Public Finance Management Act, Treasury Regulations, Safety Net, PERSAL, Financial Delegations, Departmental policies and procedures and Basic Accounting System (BAS). Knowledge of suspense/control accounts. Knowledge of the Personnel Staff Codes as well as PSCBC Resolution 3 of 1999. Good communication (verbal and written), management, analytical, financial, auditing, problem solving and computer skills (MS Office package).

DUTIES : Produce complete and accurate quarterly, interims and annual financial statements reports, including coordination of Request for Information (RFI) and communication of audit findings and liaise with Auditor General of South Africa (AGSA). Manage accurate processing of financial transactions in respect of salaries and S&T claims. Monitor payroll certification process, and ensure compliance to National Treasury deadlines. Ensure complete and accurate processing of sundry payments, efficient bookkeeping and banking. Ensure effective movement of debtors and loss control (in respect of irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure). Manage personnel and risk management.

ENQUIRIES : MS GB Mawela Tel No: (012)395 8695

<u>POST 38/34</u>	:	<u>PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY NURSING REF NO: NDOH 79/2025</u> Directorate: MBOD
<u>SALARY</u>	:	Grade 1: R476 367 per annum as per OSD.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Basic R425 (i.e. Degree/Diploma in nursing) or equivalent NQF 6 qualification that allows registration with the SANC as a professional nurse with proof of registration. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in one of the specialties referred to in the glossary of terms. Experience working in an occupational health environment with miners, ex-mine workers and mining environment dealing with occupational diseases will be an advantage. A minimum of 4 years appropriate experience in nursing after registration as Professional Nurse with SANC in general nursing. Experience in General Nursing care process and procedures, quality assurance, patient experience of care, patients' safety, infection control, and relevant legal frameworks e.g. National core standards. Knowledge and insight into the relevant legal framework such as the nursing act, scope of practice, and basic knowledge of the Labour Relations Act. Understanding of Public Service Regulations. Good ethical practices, caring attitude, quality patient care, multi-cultural, nursing advocacy, first aid, patient support, communication, planning, organizational, conflict and personnel management as well as administrative skills. A valid driver's license.
<u>DUTIES</u>	:	Performance of benefit medical examination. Do urinalysis, take body weight and height on all patients. Patients' ECG as per the doctor's request. Rendering emergency medical care to clients and staff members. Health screening of members of staff for non-communicable diseases. Provide counselling and health education. Conducting quality check on all files submitted for benefit medical examination. Check that the medical reports form is filled and signed as well as copies of supporting documents are sent with submission claims. Administration of the clinic. Ordering, maintenance and control of equipment and supplies, including drugs for the clinic. Keeping a record of all benefit medical examinations done at the clinic. Management of risk queries. Ensure that health and safety policies are always practiced.
<u>ENQUIRIES</u>	:	Ms D Leseyane Tel No: (011) 356-5669
<u>POST 38/35</u>	:	<u>RADIOGRAPHER GRADE 1: MBOD REF NO: NDOH 80/2025</u> Directorate: MBOD
<u>SALARY</u>	:	Grade 1: R397 233 per annum as per OSD.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF level 6) or Bachelor's degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa (HPCSA) in Radiography. At least four (4) years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer. Knowledge of diagnostic procedures in accordance with the required competencies, radiation protection, radiation control and correct kV and mAs selection. Knowledge of quality control and ALARA principles and understanding of the Public Service Regulations. Knowledge of the general radiological process management, health and safety policies, national and provincial policies. Knowledge of provisioning and procurement procedures as well as QA procedures. Good communication (verbal and written), planning, organizing, problem solving, decision making, conflict and personnel management skills. Ability to treat patients with empathy and according to department protocols and ability to assist in special procedures.
<u>DUTIES</u>	:	Ensure the quality of work regardless of the number of workers and ex-mine workers accessing benefit medical examinations at the MBOD. Provide monthly reports for the number of workers and ex-mine workers accessing benefits medical examination at the Medical Bureau for Occupational Diseases. Provide assistance in the administration unit with the processing of BME applications. Perform BME verification and capture BME application data. Perform unit quality control tests daily, monthly, quarterly and yearly. Identify units' equipment for quality control tests, inspect equipment professionally to ensure that they comply with safety standards and for optimal performance. Compile statistic system for the number of ex-mine workers accessing benefit medical examinations and participate in outreach programs. Establish the number of BME and NIOH patients examined and keep a record

		thereof as a backup. Provide awareness, training, and support on BME process for benefit medical examinations. Perform administration duties required for the job. Register patients as and when x-rays are performed and complete all prescribed and implemented quality control procedures and tables for record keeping. Management of risk and audit queries, while ensuring radiation safety to staff, patients, and the public.
<u>ENQUIRIES</u>	:	Ms R Setuke Tel No: (011) 356 5607
<u>POST 38/36</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 77/2025 (X3 POSTS)</u> Branch: National Health Insurance
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF 6) in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management/Business Administration. At least two (2) years' experience at Administrative Officer or equivalent level in the field of administration operating a computer, answering and handling telephone calls, basic financial and budget management as well as practical experience in maintaining accurate filing system. Sound and in-depth knowledge of relevant prescripts, and application of human resources policies as well as understanding of the legislative framework governing the Public Service. Knowledge of departmental procedures regarding finances, budgeting and procurement. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge on the use of LOGIS system. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package).
<u>DUTIES</u>	:	Control of documentations within the Cluster. Manages the mail and or correspondence register, receiving of documents, registering the documents, proper records management, filing and dissemination of documents to the relevant people and or Units. Administrate human resources management functions. Maintain leave register and ensure that all leave taken are properly recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Cluster's budget. Prepare and administer office budget and expenditures control. Ensure the maintenance of the filing system. Ensure accurate documents filing for all Unit documents (e.g., submissions, correspondence from stakeholders, etc). Ensure the arrangement of meetings, workshops, functions, accommodation, and travel for the Cluster. Liaising with in-house travel agencies for bookings, road transport and accommodation. Ensure and provide logistical support to directorate. Ensure adequate provision of stationery for the Cluster's office.
<u>ENQUIRIES</u>	:	Ms K Rampou Tel No: (012) 395 8139
<u>POST 38/37</u>	:	<u>MEDICAL BIOLOGICAL SCIENTIST GRADE 1 REF NO: NDOH 78/2025 (X2 POSTS)</u> Chief Directorate: Violence Trauma and EMS Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply.
<u>SALARY</u>	:	R397 233 – R 454 191 per annum as per OSD, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 and National Diploma or a Degree in Microbiology/Biomedical Science. At least one (1) year experience of working with import and export of human biological substances as guided by Regulations 181. Working in clinical research setting will be an advantage. Knowledge of human pathogens (microbiology/biology) as it relates to the form, structure, reproductive processes, genetics, taxonomy, and their role as pathogenic and/or immunizing agents. Knowledge of Good Laboratories Practices. Knowledge of Biosafety in relation to working with pathogens. Knowledge of inspections of Microbiological Laboratories. Knowledge and understanding of Chapter 8 of the National Health Act, Act 61 of 2003. Good communication (verbal and written), interpersonal, analytical, intrapersonal, attention to details and Microsoft computer skills. A valid driver's license.
<u>DUTIES</u>	:	Coordinate, together with the team the import and export permit programme. Screen and review all import and export applications for compliance in relation to Regulations. Inspect and register microbiology laboratories as per the regulations. Monitor the microbiology labs for biosafety and biosecurity.

		Respond to queries from applicants. Draft responses to the questions for consideration by supervisor. Enhance the quality of operation of Stem Cell Banks. Identify and conduct inspections for Stem Cell Banks, Tissue Banks and Gamete Banks and Fertility Clinics.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8257
<u>POST 38/38</u>	:	<u>VETTING OFFICER REF NO: NDOH 81/2025</u> Directorate: Security Services
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Social Sciences / Security Management or Policing as recognized by SAQA. A relevant training courses offered by the State Security Agency (SSA) is required. Experience in security related and/or vetting field will be an advantage. 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, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 38/39</u>	:	<u>CHIEF DIRECTOR: CORPORATE COMMUNICATION REF NO: DHET 01/10/2025</u> Branch: Corporate Services Chief Directorate: Corporate Communication Re-advertisement and applicants who previously applied need not re-apply as applications will be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
	:	Pretoria
	:	An appropriate NQF level 7 in the field of Communication/ Journalism/ Public Relations or any relevant qualifications. A minimum of five (5) years 'relevant work experience at the Senior Managerial level. Knowledge of Ministerial protocol, communication legislations, Website related software's, and understanding of stakeholder management, Media operations. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Understanding of marketing and research acquired in theory and practice. Planning, policy development and information management. Understanding of government communication system services as an advantage. Further requirements are Strategic Leadership and Capability, Excellent and proven Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Ability to work under pressure and willingness to work extended hours. Good management and financial management skills, conflict management and decision-making skills, time and people's management skills, good communication skills, presentation and facilitation skills. A valid driver's license.
<u>DUTIES</u>	:	To ensure effective management of Strategic Communication, Media, Public Relations and Events support to all branches of the Department to promote collaborative partnerships, branding, public awareness and sustainable, achievable of Department objectives. Oversee the management, development, implementation of strategic communication and media policies. Oversee the management, planning and coordination of the effective flow of relevant information from the Department to external stakeholders and positioning Department of Higher Education and Training through marketing, communicating its policies and institutions programmes. Oversee the management, planning, coordination and management of DHET brand, identity and effective shared communication service including publications, layout and design, production of documents, language editing and proofreading, photographic services to promote Departmental coordination and stakeholder relations. Oversee the management, development and introduction of new systems and forums for Internal Communication between the department and its entities and institutions. Oversee the provision of efficient and effective Departmental Call Centre Services. Oversee the management, development and maintain a relevant, modern library and information resource Centre for the Department and ensure compliance with the National Language Policy upon approval. Oversee Media monitoring analysis and research on public perceptions and opinion on the department's programmes, services and facilitate efficient and cost-effective events management and conferences services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mangena Tel No: (012) 213 5498
	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or

before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/40</u>	:	<u>CHIEF DIRECTOR: NATIONAL EXAMINATION AND ASSESSMENT REF NO 01/10/2025</u> Branch: Technical Vocational Education and Training Chief Directorate: National Examination and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Pretoria An appropriate NQF level 7 in the field of Education, Education Management, Public Management or equivalent qualification. A minimum of 5 years at senior managerial level and ten (10) years' work experience in Post-School Education and Training. A postgraduate degree in Education will serve as an added advantage. Proven senior management experience within the Technical and Vocational Education and Training (TVET), Community Education, Training (CET) as well as University environments will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors. Further requirements are Strategic Leadership and Capability, Excellent and proven Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Ability to work under pressure and willingness to work extended hours., Advance Financial Management Skills, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.
<u>DUTIES</u>	:	Ensure strategic leadership, efficient management, excellent governance of the national examination and assessment within the department. Manage and administer national examination in TVET and CET. Oversee the management of examinations assessments and marking services in TVET and CET colleges. Liaise with industry and other government institutions to create a conducive environment for credible examinations and to ensure collaborative partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Facilitate the monitoring and evaluation of examination systems in colleges. Oversee the provision of resulting and certification Services, Oversee the provision of item development and marking services, Oversee the provision Examinations Management services, Administration and Monitoring, Manager resources in the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mangena Tel No: (012) 213 5498 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/41</u>	:	<u>CHIEF DIRECTOR: POLICY, PLANNING, MONITORING AND EVALUATION</u> <u>REF NO: 02/10/2025</u> Branch: Policy, Planning, Monitoring and Evaluation Chief Directorate: Policy, Planning Monitoring and Evaluation
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification in Public Management, Public Administration, Public Policy, Developmental Studies or equivalent qualification as recognized by SAQA. A minimum of 5 years at senior managerial level and ten (10) years' work experience in strategic management, public policy and monitoring & evaluation. Proven senior management experience within a strategic planning, monitoring and evaluation environment will be an added advantage. Experience in government policy development, strategic and operational planning, and performance monitoring and evaluation environment. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth knowledge of Public Service Act, Public Service Regulations, Public Policy, PFMA Government operations, Monitoring and Evaluation (M&E) Frameworks, Research and Evaluation Methodologies. understanding of stakeholder management. Planning, Policy Development, and Information Management. Strategic Leadership and Capability, Excellent Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Further requirements are excellent and proven Management skills. Decision making. Financial management. Conflict management. Data Analysis and Reporting. Time and people management. Good analytical communication. Presentation and facilitation. Advanced computer literacy. Ability to work under pressure and manage multiple tasks.
<u>DUTIES</u>	:	Oversee the development of integrated planning frameworks and policies to align organizational goals with national mandates. Oversee the facilitation of Strategic Plan and Annual Performance Plan in the Department. Oversee the monitoring of performance against strategic plans, measuring progress

towards targets and outcomes. Coordinate government-wide policies, systems, and guidelines for effective planning, monitoring, and evaluation. Oversee the management of data analysis and report on key statistics and indicators on Post-School Education and Training. Management of resources in the Chief Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms M Mailula Tel No: (012) 213 5843
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 31 October 2025

POST 38/42

: **DIRECTOR: EXAMINATION MANAGEMENT AND MONITORING REF NO:
DHET 03/10/2025**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examination and Assessment

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate NQF level 7 qualification in the field of Education/Education Management /Public Management qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in an examination environment within an educational setting. In-depth knowledge and working experience in national examinations. Proven senior or middle management experience in examination within the Post-School Education Training sector will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Act, Understanding of the Higher Education sector, Policies and governance environment of TVET colleges including knowledge of annual reporting requirements by the Higher Education institutions, Understanding of TVET administration, Understanding of the Higher Education sector. Strategic capability and Leadership, People management and Empowerment, Programme and Project management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysing, Client orientation, Excellent verbal and written communication. Ability to pay attention to details and work through high volume of data. Provide strategic

leadership and direction on examination management and monitoring. Develop and implement systems to administer examination management and monitoring. Manage the printing, packing and distribution of question papers, Manage the administration, registration and monitoring of exam centres, Manage institutional support and irregularities, Manage and control the Directorate.

ENQUIRIES : Ms M Mailula Tel No: (012) 312 5843
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE : 31 October 2025

POST 38/43 : **PRINCIPAL REF NO: DHET 04/10/2025**
 Branch: Technical and Vocational Education and Training

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Umfolozi TVET College
REQUIREMENTS : An appropriate NQF level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organizational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report

writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Further Education and Training Colleges Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfill the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES APPLICATIONS

: Ms M Mailula Tel No: (012) 312 5843
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous

employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE : 31 October 2025

OTHER POSTS

POST 38/44 : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: DHET 05/10/2025**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examination and Assessment

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF Level 7 qualification in the field of Information and Communication Technology (ICT) as recognized by SAQA. A minimum of 3 years' experience at junior managerial level in Information and Communication Technology (ICT) environment. Knowledge of system design, Data management, large data manipulation using SQL, statistical analysis system and ability to interpret data according to departmental standards, Knowledge of Education Information collection processes, Extensive knowledge and understanding of Examination Administration along with registration of candidates for examination and resulting thereof. Effective planning, organizing, and people management skills, Analytical, communication (written and verbal), report writing, and interpersonal skills, Advanced computer literacy, including MS Word, MS Excel and MS PowerPoint, Programme and Project Management, Ability to work under pressure and manage multiple tasks, Advanced skill in data mining and statistical analysis.

DUTIES : Administration, management of examinations for TVET College and adult education. Compilation of examination performance report and deal with internal or external data/information queries. Testing of examination data file for TVET and CET resulting. Lead unit testing and user acceptance. Query management of examinations systems and maintain all relevant projects. Coordinate quarterly audit reports on the system and user access reviews. Management of resources in the sub-directorate.

ENQUIRIES : Ms D Pholo Tel No: (012) 312 5027
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/45</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DHET 06/10/2025</u> Branch: Policy, Planning, Monitoring and Evaluation Chief Directorate: Policy, Planning, Monitoring and Evaluation
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Public Management, Public Administration, Business Administration, Development Studies as recognized by SAQA. A minimum of 3 years of experience at junior managerial level in a strategic planning, performance monitoring, environment. Advance Knowledge of Public Service transformation and management issues. Public Service Regulations and relevant prescripts. Government Frameworks, Strong knowledge of government planning, reporting, monitoring, and evaluation processes is crucial. Understanding of strategic management and service delivery improvement frameworks is essential. Competency in project management and financial management. Public Finance Management Act (PFMA). Excellent skills in strategic planning, organizing, and people management skills. Analytical, communication (written and verbal), report writing, and interpersonal skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Programme and Project Management. Ability to work under pressure and manage multiple tasks.
<u>DUTIES</u>	:	Manage the creation and ongoing refinement of departmental and organizational strategic plans and annual performance plans. Ensure the departments projects align with the overall strategy, driving consistent execution of plans. Monitor and report on the implementation of the Strategic Plan and Annual Performance Plan against pre-determined objectives. Conduct periodic capacity building sessions on performance monitoring frameworks and guidelines to promote compliance on reporting requirements. Management of resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/46</u>	:	<u>DEPUTY DIRECTOR: PHYSICAL SECURITY SERVICES REF NO: DHET 07/10/2025</u> Branch: Planning, Monitoring and Evaluation Directorate: Security Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate undergraduate NQF level qualification in the field of Security Management as recognised by SAQA. A minimum of 3 years at junior managerial level in the Security or Policing environment. Excellent Knowledge of Physical security systems and procedures. Public Service Regulations and relevant prescripts and legislation (MISS, PSIRA Act, OHS Act, PFMA). Departmental policies and procedures. Advance skills in Strategic leadership and people management, Risk assessment and analytical skills, Policy development and implementation, Communication, negotiation, and stakeholder management skills, Problem-solving and decision-making abilities. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Self-disciplined and able to work under pressure with minimum supervision, Communication and interpersonal, Policy Development and Research. Problem Solving, Presentation, Project Management, Team Leadership, Planning and organizing.
<u>DUTIES</u>	:	Manage physical security services, Provide advice and guidance on security matters, Ensure compliance with security legislation, policies, and regulations (e.g., MISS, PFMA, OHS Act, MPSS), Conduct security risk assessments and vulnerability analyses of facilities and operations, Conduct investigations on security breaches, Coordinate all departmental events, Manage security administration of the component, Manage all resources of the Sub-Directorate in line with departmental policies.
<u>ENQUIRIES</u>	:	Mr T Lekalakala Tel No: (012) 312 5092
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous

employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/47</u>	:	<u>DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS AND CLIENT SERVICES REF NO: DHET 08/10/2025</u> Branch: Corporate Services Chief Directorate: Corporate Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive Remuneration Package) Pretoria An appropriate NQF Level 7 Qualification in the field of Communications, Communication Science, Public Relations as recognized by SAQA. A minimum of 3 years of experience at junior managerial level in Communications or Client Services environment. Advance Knowledge of Communications Strategy. Knowledge of Marketing and Promotions. Public Finance Management Act (PFMA), Public Service Regulations and Public Service Act, South Africa's National Communication Strategy Framework and Government communication policies. Effective planning, organizing, and people management skills. Analytical, communication (written and verbal), report writing, and interpersonal skills. Advanced computer literacy, including MS Word, MS Excel and MS PowerPoint. Programme and Project Management. Strong client orientation, problem-solving, and conflict management skills. Ability to work under pressure and manage multiple tasks.
<u>DUTIES</u>	:	Develop and drive the implementation of both Internal Communication and Client Services Strategies, aligning with organizational objectives and plans. Manage Internal Communication platforms, including the intranet, newsletters, and social media. Produce and disseminate content for internal audiences, ensuring clear and engaging messaging. Provide comprehensive communication and support services to internal clients. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Lekalakala Tel No: (012) 312 5092 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake

writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/48</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: UMF69/10/2025</u> (PERSAL Appointment)
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College, Central Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; The following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or psychometric (Independent Practice). Previous experience of at least 2 years in the TVET Sector.
<u>DUTIES</u>	:	Oversee administration of the students support services unit; Manage students counselling across the college; Provide student with career guidance, counselling and academic support; Oversee and maintain the sport, recreation, arts and culture activities for student; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms ZH Mngoma Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All application should be emailed to Applications.central@umfolozi.edu.za . The name of the post and reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not

		been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	30 October 2025 at 16:00
<u>POST 38/49</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT</u> <u>SYSTEM REF NO: UMF70/10/2025</u> (PERSAL Appointment)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College, Central Office
<u>REQUIREMENTS</u>	:	Degree in Internal Audit (NQF7) or related qualification/Appropriate National Diploma (NQF6) in Internal Audit or related qualification. 3–5 years' relevant experience in Internal Audit. Experience in the development of policies/implementation strategies. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Knowledge of relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. The following skills are required: Planning and organizing; financial management; report writing; communication and interpersonal; problem solving; analytical; client oriented; project management; team leadership; and people management. Client service focus; integrity; committed; proactive; loyal.
<u>DUTIES</u>	:	The preparation and execution of the internal audit plan; The provision of secretarial support services to the audit committee; Ensure that processes needed for quality management systems are established, implemented and maintained; Oversee the development, implementation and monitoring of policies; Management of staff development.
<u>ENQUIRIES</u>	:	Ms ZH Mngoma Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All application should be emailed to Applications.central@umfolozi.edu.za . The name of the post and reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	30 October 2025 at 16:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 03 November 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

- POST 38/50** : **ADMINISTRATIVE OFFICER REF NO: 2025/54/MP**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Bethal Magistrate Office
- REQUIREMENTS** : Three-year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms KN Zwane at 060 532 2006

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit 1200 or <https://forms.office.com/r/X2XaVPasWu>.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 31 October 2025 at 16:00
- : The application must include only a 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 which may be posted, hand delivered or e-mailed using the addresses provided for in each advertisement, note only the Z83 and detailed Curriculum Vitae should be attached and must be limited to 10 megabytes and submitted as a PDF document. The DLRRD will not be held responsible for server delays. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary and service certificates to support senior management experience, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. 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 (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the 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/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates, including SMS, are required to undertake two pre-entry assessments. One will be a practical assessment and the other will be an integrity (Ethical Conduct) assessment. Selection committees will score both pre-entry assessments as an additional criterion in the interview process, to determine the candidate's suitability based on post technical and generic requirements. Following the interview, practical exercise and integrity assessment for SMS positions, the selection committee 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. 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 ensure that you submit your application before the closing date as no late applications will be considered. Candidates are discouraged from submitting duplicate applications. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. 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 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 and affirmative action employer. It is our intention to promote representivity in DLRRD through the filling of posts. The Department reserves the right not to fill a position. In compliance with the Protection of Personal Information Act 4 of 2013 (POPIA), the DLRRD assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for any of these posts, you consent to the collection, processing (including dissemination to third parties for purposes of verification of qualifications, credit record, criminal record, etc),

and storage of your personal information for recruitment and selection-related activities only. The DLRRD is committed to safeguarding your privacy and maintaining the trust you place in us. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DLRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this not be declared and uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement and annually disclose her or his financial interests with the Department. 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.

OTHER POSTS

<u>POST 38/51</u>	:	<u>SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/1/1/2025/5</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (The salary will be determined in accordance with the OSD).
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of Grade 12 Certificate and a minimum National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGS) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related Knowledge: Programme and project management, Survey Design and analysis, Research and Development, Computer aided survey applications, knowledge of legal compliance. Job related skills: Technical report writing and Creating high performance culture, Decision making, Team Leadership, Analytical, 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 skills and Innovation. A valid driver's licence. Values / Attributes: Confidentiality, fairness, respect and honesty.
<u>DUTIES</u>	:	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, and 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 and liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES</u>	:	Ms PP Muchanga Tel No: (013) 754 8000
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to P5@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: (Grade A) African, Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities. (Grade B and C) Coloured, Indian and White males and Coloured, Indian and White females and persons with disabilities.

<u>POST 38/52</u>	:	<u>REGISTRY CLERK REF NO: 3/1/1/1/2025/6</u> Office of the Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Language and Communication (verbal and written). Interpersonal relations. Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P6@dlrrd.gov.za
<u>NOTE</u>	:	EE Target: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/53</u>	:	<u>REGISTRY CLERK REF NO: 3/1/1/1/2025/7</u> Office of the Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation, Computer literacy, Language and Communication (verbal and written). Interpersonal relations. Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and

		package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P7@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/54</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2025/8</u> Office of The Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental/Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P8@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/55</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2025/9</u> Office of The Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental/Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P9@dlrrd.gov.za

<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/56</u>	:	<u>FOOD SERVICE AID REF NO: 3/1/1/1/2025/10</u> Office of the Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification. Job related knowledge: Knowledge of Food service aid. Basic hygiene. Cleaning. Job related skills: Communication (verbal and written), Professional personal presentation, Customer service orientation, Confidentiality, The ability to work under pressure, Problem analysis and decision-making, Confident and independent, The ability to work long hours. Integrity and honest, Friendly, adaptability and Accuracy.
<u>DUTIES</u>	:	Maintaining general hygienic environment. Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance of Occupational Health and Safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Provide food service aid. Wash dishes, microwaves and refrigerators. Clean equipment used in preparation of food. Maintain work area and equipment in a clean, hygienic and orderly condition. Collect, deliver, transport and place waste in a bin as needed. Render food service in the boardroom and offices. Prepare and arrange food and water to employees during meetings from the boardroom. Distribute food and water to employees at the boardroom as required. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set-up, deliver and serve at special catering functions during meetings.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P10@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/57</u>	:	<u>FOOD SERVICE AID REF NO: 3/1/1/1/2025/11</u> Office of the Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification. Job related knowledge: Knowledge of Food service aid. Basic hygiene. Cleaning. Job related skills: Communication (verbal and written), Professional personal presentation, Customer service orientation, Confidentiality, The ability to work under pressure, Problem analysis and decision-making, Confident and independent, The ability to work long hours. Integrity and honest, Friendly, adaptability and Accuracy.
<u>DUTIES</u>	:	Maintaining general hygienic environment. Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance of Occupational Health and Safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Provide food service aid. Wash dishes, microwaves and refrigerators. Clean equipment used in preparation of food. Maintain work area and equipment in a clean, hygienic and orderly condition. Collect, deliver, transport and place waste in a bin as needed. Render food service in the boardroom and offices. Prepare and arrange food and water to employees during meetings from the boardroom. Distribute food and water to employees at the boardroom as required. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set-up, deliver and serve at special catering functions during meetings.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P11@dlrrd.gov.za

NOTE

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

DEPARTMENT OF MILITARY VETERANS

The department of military veterans is an equal opportunity affirmative action employer. it is our intention to promote representativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf>
- FOR ATTENTION** : Acting Director-General: Military Veterans
- CLOSING DATE** : 31 October 2025 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated) as well as certified documents of ID and qualifications. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). This is not a full-time appointment. Shortlisted candidates will be invited for interviews.

OTHER POST

- POST 38/58** : **INVITATION TO SERVE AS THE DEPARTMENT OF MILITARY VETERANS RISK COMMITTEE: CHAIRPERSON**
(3-year contract)

- SALARY** : Chairperson will be remunerated in accordance with the rates as determined by the National Treasury from time to time.

- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should have extensive experience in corporate governance, strong leadership, analytical and good communication skills, sound knowledge and including, (a) in possession of a post degree or equivalent qualification in any of the following fields: Accounting/Risk Management/Financial Management/Auditing/Legal or Business/Information Communication Technology, b), at least 10+ years' experience in the risk management environment, c) should be independent and knowledgeable of the status of their positions as a chairperson, (d) a member of a professional body., (e) having experience of serving in Boards of Directors and/or similar committees. The following will be an added advantage: Experience in or knowledge of the public sector. Knowledge and understanding of internal controls, project management, governance, risk management principles and accounting practices. Knowledge and understanding of and exposure to legislation/policies (Risk Management and Corporate Governance, EWRM, COSO model, PSRMF, PFMA, GRAP, GAAP, Treasury Regulations and relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles. Membership with the Institute of Risk Management South Africa will be an added advantage.

- DUTIES** : The candidate will chair the Department's Risk Management Committee and discharge its responsibilities as set out in the Risk Management charter, regulations/codes: to provide an oversight role regarding: monitoring the implementation of risk management within the Department, review the risk policies, strategies and other working procedures. Consider reports from Risk Owners regarding the implementation status of risk management action plans to be instituted and ensure compliance with such plans. Guide the integration of risk management into planning, monitoring and reporting processes. Provide reports to the audit committee and the Director General on a quarterly basis,

ENQUIRIES

management and other oversight committees. Ensure that the risk management committee meets at least three times yearly.
: Mr P.J Sengwane Tel No: (012) 765 9358

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

APPLICATIONS

: An indication of such, in this regard will be vital in the processing of applications. N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms. T Gumede Tel No: (012) 444- 3319.

CLOSING DATE
NOTE

: 07 November 2025

: 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 Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process. The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions.

MANAGEMENT ECHELON**POST 38/59**

: **ECONOMIC ADVISORY SPECIALIST REF NO: 048**
This is a re-advert, candidates who applied previously are encouraged to re-apply

SALARY
CENTRE
REQUIREMENTS

: R1 494 900 per annum (Level 14), (all-inclusive package)

: Head Office, Pretoria

: Master's degree in economics/ Mineral/ Petroleum Economics (NQF 9), plus a minimum of 8 years' experience within the Economics environment of which 5 years is at a Senior Managerial level: Knowledge of: Macro and micro economic analysis. Understanding of Minerals and Petroleum Resources

		policies and legislation. Understanding of principles of research methodology and policy analysis. Government processes. Development and Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies. Skills: Problem solving, Communication (Verbal, written, liaison). Influencing skills. Negotiation skills. Proven management skills, Management & Organisation skills. Advanced Analytical skills. Good interpersonal relation at all levels. Conflict Management skills. Creativity and innovation. Numerical. Organising and Coordinating. Facilitation and implementation. Financial Management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership, Thinking demands: Creative/Innovative thinker. Ability to analyse financial information and Logical.
<u>DUTIES</u>	:	Provide leadership, research and analysis in the minerals and petroleum economic sector. Advice and assist management with strategic issues on all economic related matters. Mentor DMPR officials in all matters related to the economic sector (transfer of skills to identified internal employees). Ensure the preservation of specialist technical knowledge and information for business continuity.
<u>ENQUIRIES</u>	:	Ms N Nzimande Tel No: (012) 444 3004
<u>APPLICATIONS</u>	:	Email to Recruitment014@dmre.gov.za
<u>NOTE</u>	:	No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured / white female or male and persons with disability are encouraged to apply.
<u>POST 38/60</u>	:	<u>DIRECTOR: REGIONAL OFFICE (REGIONAL PETROLEUM CONTROLLER) REF NO: 049</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Limpopo Region, Polokwane
<u>REQUIREMENTS</u>	:	Degree in Natural Sciences, Engineering, Economics, Accounting, Marketing, Finance, Project Management or Energy Studies (NQF 7) plus minimum of 5 years' experience at a middle/senior managerial level in a petroleum environment and Valid Driver's Licence. Knowledge of: Project Management, basic project finance and economics, industry and public sector, project finance and economics, industry and public sector policies, strategies and legislation in the field of petroleum, people management. Knowledge of the petroleum industry. Skills: Communication. Project Management. Report writing and presentation. Decision-making. Interpersonal. Negotiation. Computer. Time management and work planning. Analytical, project management and financial. Thinking Demand: Rigorous non-corrupting thinking relating in the development and implementation of strategy and legislation.
<u>DUTIES</u>	:	Manage and oversee the Petroleum Licensing applications process in the region within prescribed time frames. Ensure security of supply of petroleum products at the regional level through auditing of stock levels at refineries/depots and retailers. Conduct impact study for new application to the market. Interact with stakeholders at regional level. Manage the Directorate.
<u>ENQUIRIES</u>	:	Ms. G Leketi Tel No: (012) 444 3070
<u>APPLICATIONS</u>	:	Email to Recruitment015@dmre.gov.za
<u>NOTE</u>	:	No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured/ White male and persons with disability are encouraged to apply.

OTHER POST

<u>POST 38/61</u>	:	<u>ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: 050)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ BTech / Advanced Diploma in Environmental Management/ Environmental Science/ Natural Science (NQF7) and a minimum of 3 years' experience in the industry and Valid Driver's Licence/Environmental Assessment Practitioner Certificate. Knowledge of: Integrated environmental management relative to prospecting and mining work programmes. Knowledge of impact assessment remediation and evaluation method. Knowledge of environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal. Knowledge of new computer software available in the market. Knowledge of the principles and application of management. Skills: Good negotiation skills. Good research skills. Integration of social, economic, bio-physical and cultural-historical impacts. Personnel Management. Working and creating teamwork. Good verbal and non- verbal Communication skills, Excellent English reading and writing skills. Thinking Demand: Pragmatic environmental. Problem- solving abilities. Innovative thinking abilities. Ability to manage diverse public demands.
<u>DUTIES</u>	:	Evaluate Environmental Management Program plan, Environmental Impact Assessments, Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify the environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Conduct investigations and implement appropriate measures to resolve environmental concerns, disputes, and complaints involving the mining sector and affected stakeholder. Oversee the rehabilitation of liquidated and incapacitated mines. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr. V Muila Tel No: (053) 807 1716
<u>APPLICATIONS</u>	:	Email to Recruitment016@dmre.gov.za
<u>NOTE</u>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian/ Coloured or white male and persons with disability are encouraged to apply

NATIONAL PROSECUTING AUTHORITY

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response e-mail addresses indicated under each post.
<u>CLOSING DATE</u>	:	03 November 2025
<u>NOTE</u>	:	The NPA invites South African unemployed learners on a TVET placement programme for a period of 24 months. The beneficiaries of this programme should be studying for a higher education qualification. and must undertake a period of work experience in order to fulfill the Requirements: s of the qualification. TVET Placement is a once-off opportunity for learners and those that have previously participated in the programme shall not be considered. People with disabilities are encouraged to apply, Generic Requirements: Must be a South African citizen, Must have no criminal conviction(s) or case pending, Learners must be unemployed and never have participated in the programme Learners must reside in the province where placement is advertised Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za The Z83 must be accompanied by a comprehensive CV. Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents. Applicants must apply to only one (1) centre or location. Should an application be submitted to more than one (1) center or location, the applicant will be disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicants' attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please do not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 an application should be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB: Stipend will be aligned to the DPSA Remuneration Schedule for the Developmental Programmes.

INTERNSHIPS FOR 2026 - 2028

(24 month)

OTHER POSTS

<u>POST 38/62</u>	:	<u>INTERN: INFORMATION TECNOLOGY (X17 POSTS)</u> Information System Management
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: ITHQ Johannesburg Ref No: JHBIT Pretoria Ref No: PTAIT Bisho Ref No: BISHOIT Durban Ref No: DBNIT Mmabatho Ref No: MMBIT Port Elizabeth Ref No: PLZIT Bloemfontein Ref No: BFNIT Grahamstown Ref No: GRHMIT Kimberley Ref No: KIMIT

		Polokwane Ref No: PLKIT Pietermaritzburg Ref No: PMBIT Mthatha Ref No: MTHAIT Mpumalanga (Nelspruit) Ref No: NELSIT East London Ref No: ELDIT Cape Town Ref No: CTNIT
<u>REQUIREMENTS</u>	:	Bachelor's degree or 3-year National Diploma (NQF Level 6) in Information Technology, Desktop Support/Technical Support/Application Support/Communication Network and/or relevant qualification.
<u>ENQUIRIES</u>	:	Pontsho Rantsana Tel No: (012) 845 7059
<u>APPLICATIONS</u>	:	e mail Pretoria: Head Office ithq@npa.gov.za Johannesburg e mail jhbit@npa.gov.za Pretoria e mail ptait@npa.gov.za Bisho e mail bishoit@npa.gov.za Durban e mail dbnit@npa.gov.za Mmabatho e mail mmbit@npa.gov.za Port Elizabeth e mail plzit@npa.gov.za Bloemfontein e mail bfnit@npa.gov.za Grahamstown e mail grhmit@npa.gov.za Kimberley e mail kimit@npa.gov.za Polokwane e mail plkit@npa.gov.za Pietermaritzburg e mail pmbit@npa.gov.za Mthatha e mail: mthait@npa.gov.za Mpumalanga (Nelspruit) e mail nelsit@npa.gov.za East London e mail eldit@npa.gov.za Cape Town e mail ctnit@npa.gov.za
<u>POST 38/63</u>	:	<u>INTERN: PUBLIC MANAGEMENT REF NO: OEAPUBA (X2 POSTS)</u> Office for Ethics and Accountability
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma or in Public Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Mohlaba Tel No: (012) 845 6193
<u>APPLICATIONS</u>	:	e mail oeapuba@npa.gov.za
<u>POST 38/64</u>	:	<u>INTERN: INDUSTRIAL PSYCHOLOGY REF NO: IPSYOD (X1 POST)</u> Organisational Development
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Industrial Psychology and/or relevant qualification.
<u>ENQUIRIES</u>	:	Eunice Phago Tel No: (012) 845 6138
<u>APPLICATIONS</u>	:	e mail ipsyod@npa.gov.za
<u>POST 38/65</u>	:	<u>INTERN: SECURITY MANAGEMENT REF NO: SRM (X3 POSTS)</u> Security and Risk Management
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Security Management or Social Science and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Mohlaba Tel No: (012) 845 6193
<u>APPLICATIONS</u>	:	e mail srm@npa.gov.za
<u>POST 38/66</u>	:	<u>INTERN: STRATEGY MANAGEMENT REF NO: SMOHQ (X4 POSTS)</u> Strategy Management Office
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Business Management, Public administration Finance, Internal Audit, Commerce Statistics or Developmental Studies and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Mohlaba Tel No: (012) 845 6193
<u>APPLICATIONS</u>	:	e mail smohq@npa.gov.za

<u>POST 38/67</u>	:	<u>INTERN: ACCOUNTING, BUSINESS MANAGEMENT REF NO: GRHM (X2 POSTS)</u> DPP: Grahamstown (Makhanda)
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Makhanda
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Accounting, Logistics, Business Management or Business Administration and/or relevant qualification.
<u>ENQUIRIES</u>	:	Masixole Kate Tel No: (046) 602 3001
<u>APPLICATIONS</u>	:	e mail grhm@npa.gov.za
<u>POST 38/68</u>	:	<u>INTERN: HUMAN RESOURCES MANAGEMENT REF NO: HRMG (X1 POST)</u> DPP: Grahamstown (Makhanda)
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Makhanda
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Human Resource Management and/or relevant qualification
<u>ENQUIRIES</u>	:	Pumza Magaxa Tel No: (046) 602 3025
<u>APPLICATIONS</u>	:	e mail hrmg@npa.gov.za
<u>POST 38/69</u>	:	<u>INTERN: ARCHIVES REF NO: ARCPLK (X1 POST)</u> DPP: Limpopo
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Archives and Records Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Seroto Tel No: (015) 045 0182
<u>APPLICATIONS</u>	:	e mail arcplk@npa.gov.za
<u>POST 38/70</u>	:	<u>INTERN: LABOUR RELATIONS REF NO: LABR (X2 POSTS)</u> Employee Relations
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Labour Relations, LLB and/or relevant qualification.
<u>ENQUIRIES</u>	:	Eunice Phago Tel No: (012) 845 6138
<u>APPLICATIONS</u>	:	e mail labr@npa.gov.za
<u>POST 38/71</u>	:	<u>INTERN: TRANSFORMATION REF NO: HRTHQ (X1 POST)</u> Human Resource Transformation
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work and/or relevant qualification.
<u>ENQUIRIES</u>	:	Eunice Phago Tel No: (012) 845 6138
<u>APPLICATIONS</u>	:	e mail hrthq@npa.gov.za
<u>POST 38/72</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: CTNPUBA (X1 POST)</u> DPP: Cape Town
<u>STIPEND</u>	:	R7 142.per month
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Public Administration and/or relevant qualification.
<u>ENQUIRIES</u>	:	Andiswa Nohashe Tel No: (021) 487 7128
<u>APPLICATIONS</u>	:	e mail ctnpuba@npa.gov.za
<u>POST 38/73</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: PMBPUBA (X1 POST)</u> DPP: Pietermaritzburg
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pietermaritzburg

<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail pmbpuba@npa.gov.za
<u>POST 38/74</u>	:	<u>INTERN: FINANCE REF NO: PMBFIN (X1 POST)</u> DPP: Pietermaritzburg
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	Bachelor's Degree or 3-year National Diploma in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail pmbfin@npa.gov.za
<u>POST 38/75</u>	:	<u>INTERN: HUMAN RESOURCES REF NO: HRMP (X1 POST)</u> DPP: Mpumalanga
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail hrmp@npa.gov.za
<u>POST 38/76</u>	:	<u>INTERN: FINANCE REF NO: FINMP (X1 POST)</u> DPP: Mpumalanga
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e mail finmp@npa.gov.za
<u>POST 38/77</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: CTNSOCA (X2 POSTS)</u> Sexual Offences and Community Affairs: Cape Town
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Andiswa Nohashe Tel No: (021) 487 7128
<u>APPLICATIONS</u>	:	e mail ctnsoca@npa.gov.za
<u>POST 38/78</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: SOCAHQ (X2 POSTS)</u> Sexual Offences and Community Affairs: Head Office
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Pontsho Rantsana Tel No: (012) 845 7059
<u>APPLICATIONS</u>	:	e mail socahq@npa.gov.za
<u>POST 38/79</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: LADHQ (X2 POSTS)</u> Legal Affairs Division
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Peggy Mokoka Tel No: (012) 845 6196
<u>APPLICATIONS</u>	:	e mail ladhq@npa.gov.za

<u>POST 38/80</u>	:	<u>INTERN: HUMAN RESOURCES MANAGEMENT REF NO: HRMMBT (X2 POSTS)</u> DPP: Mmabatho
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Mpho Makgopa Tel No: (018) 381 9064
<u>APPLICATIONS</u>	:	e mail hrrmbt@npa.gov.za
<u>POST 38/81</u>	:	<u>INTERN: FINANCE REF NO: FINMBT (X2 POSTS)</u> DPP: Mmabatho
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Mpho Makgopa Tel No: (018) 381 9064
<u>APPLICATIONS</u>	:	email finmbt@npa.gov.za
<u>POST 38/82</u>	:	<u>INTERN: HUMAN RESOURCES REF NO: HRMPTA (X1 POST)</u> DPP: Pretoria
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tumisang Basiretsi Tel No: (012) 351 6821
<u>APPLICATIONS</u>	:	e mail hrrmpta@npa.gov.za
<u>POST 38/83</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: PAPTA (X1 POST)</u> DPP: Pretoria
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tumisang Basiretsi Tel No: (012) 351 6821
<u>APPLICATIONS</u>	:	e mail papta@npa.gov.za
<u>POST 38/84</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: FLMHQ (X1 POST)</u> Fleet Management
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Mahlaba Tel No: (012) 845 6193
<u>APPLICATIONS</u>	:	e mail flmhq@npa.gov.za
<u>POST 38/85</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: NPSHQ (X3 POSTS)</u> National Prosecuting Services
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Peggy Mokoka Tel No: (012) 845 6196
<u>APPLICATIONS</u>	:	e mail npshq@npa.gov.za
<u>POST 38/86</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: AFUHQ (X1 POST)</u> Asset Forfeiture Unit, Head Office
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Pontsho Rantsana Tel No: (012) 845 7059
<u>APPLICATIONS</u>	:	e mail afuhq@npa.gov.za
<u>POST 38/87</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: AFUPTA (X2 POSTS)</u> Asset Forfeiture Unit: Pretoria
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Selina Moloto Tel No: (012) 845 6486
<u>APPLICATIONS</u>	:	e mail afupta@npa.gov.a
<u>POST 38/88</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: HRDPA (X3 POSTS)</u> Human Resource Development
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Eunice Phago Tel No: (012)845 6138
<u>APPLICATIONS</u>	:	e mail hrdpa@npa.gov.za
<u>POST 38/89</u>	:	<u>INTERN: FINANCE REF NO: BFNFIN (X2 POSTS)</u> DPP: Bloemfontein
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Matlotlo Mofokeng Tel No: (051) 410 6005
<u>APPLICATIONS</u>	:	e mail bfnnfin@npa.gov.za
<u>POST 38/90</u>	:	<u>INTERN: HUMAN RESOURCES MANAGEMENT REF NO: BFNHRM (X2 POSTS)</u> DPP: Bloemfontein
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 in Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Matlotlo Mofokeng Tel No: (051) 410 6005
<u>APPLICATIONS</u>	:	e mail bfnhrm@npa.gov.za
<u>POST 38/91</u>	:	<u>INTERN: HUMAN RESOURSEC MANAGEMENT REF NO: HRMPLK (X1 POST)</u> DPP: Limpopo
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Seroto Tel No: (015) 045 0182
<u>APPLICATIONS</u>	:	e mail hmrplk@npa.gov.za
<u>POST 38/92</u>	:	<u>INTERN: FINANCE REF NO: PLKFIN (X1 POST)</u> DPP: Limpopo
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Seroto Tel No: (015) 045 0182
<u>APPLICATIONS</u>	:	e mail plkfin@npa.gov.za

<u>POST 38/93</u>	:	<u>INTERN: HUMAN RESOURCES REF NO: HRMMTHA (X2 POSTS)</u> DPP: Mthatha
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Human Resource and/or relevant qualification. Management
<u>ENQUIRIES</u>	:	Nobekezela Madikizela Tel No: (047) 501 2684
<u>APPLICATIONS</u>	:	e mail hrrmmtha@npa.gov.za
<u>POST 38/94</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: JHBPUBA (X2 POSTS)</u> DPP: Johannesburg
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Evelyn Mogale Tel No: (011) 220 4227
<u>APPLICATIONS</u>	:	e mail jhbpuba@npa.gov.za
<u>POST 38/95</u>	:	<u>INTERN: FINANCE REF NO: JHBFIN (X2 POSTS)</u> DPP: Johannesburg
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Tlou Mohlaba Tel No: (012) 845 6193
<u>APPLICATIONS</u>	:	email jhbfin@npa.gov.za
<u>POST 38/96</u>	:	<u>INTERN: FINANCE REF NO: FINCTN (X1 POST)</u> DPP: Cape Town
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Finance and/or relevant qualification.
<u>ENQUIRIES</u>	:	Andiswa Nohashe Tel No: (021) 487 7128
<u>APPLICATIONS</u>	:	email finctn@npa.gov.za
<u>POST 38/97</u>	:	<u>INTERN: HUMAN RESOURCES REF NO: CTNHRM (X2 POSTS)</u> DPP: Cape Town
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 Certificate in Human Resource Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Andiswa Nohashe Tel No: (021) 487 7128
<u>APPLICATIONS</u>	:	email ctnhrm@npa.gov.za
<u>POST 38/98</u>	:	<u>INTERN: PUBLIC ADMINISTRATION REF NO: HRDPUBA (X1 POST)</u> Human Resource Development
<u>STIPEND</u>	:	R6 659.25 per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric), N6 in Public Administration or Management and/or relevant qualification.
<u>ENQUIRIES</u>	:	Peggy Mokoka Tel No: (012) 845 6196
<u>APPLICATIONS</u>	:	email hrdpuba@npa.gov.za
<u>POST 38/99</u>	:	<u>INTERN: SYSTEM DEVELOPMENT/SOFTWARE ENGINEERING REF NO: ISMHQ (X3 POSTS)</u> Information System Management
<u>STIPEND</u>	:	R7 142. per month
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Bachelor's degree or National Diploma (NQF Level 6) ICT /IT (Systems Development/ Software Engineering) and/or relevant qualification.

ENQUIRIES
APPLICATIONS

: Pontsho Rantsana Tel No: (012) 845 7059
: e mail ismhq@npa.gov.za

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

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

MANAGEMENT ECHELON

<u>POST 38/100</u>	:	<u>CHIEF DIRECTOR: DIRECT TAXES REF NO: S053/2025</u> Division: Tax And Financial Sector Policy (TFSP) Purpose: To advise the Minister of Finance and the National Treasury on all matters relating to direct taxes, and to lead the formulation, analysis and implementation of all direct tax reforms in an evidence-based and strategic manner that aligns with government's economic and development objectives. Reforms should aim to create a tax system that raises sufficient revenue, is equitable, and is internationally competitive. Direct taxes include personal income tax, corporate income tax, capital gains tax, withholding taxes on dividends and interest, estate duty, donations tax and other property-related taxes.
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Law or Taxation or Accounting. A minimum of 5 years' experience at a senior managerial level obtained in a tax policy environment. In-depth experience in policies formulation and review, In-depth policy interpretation and advise. Knowledge and experience of the policy framework on direct taxes formulation and dissemination. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Policy development and advice: Advise the Minister of Finance and National Treasury on the design and implementation of reforms to direct tax instruments to attain an equitable tax system that generates sufficient revenue for the government's developmental needs, Lead the development, in co-operation with SARS, of the annual direct tax proposals to be considered and announced by the Minister in the Budget Review each year and included in Chapter 4 and Annexure C, Evaluate the fiscal and distributional impact of the tax policy proposals included in the Budget and assess how they align with the governments socio-economic objectives, Develop tax policy proposal papers, both for internal use and that can be published as discussion documents, to drive improvements in the direct tax system and to consult on new tax instruments, Work closely with SARS to ensure that direct tax policy proposals are administratively implementable and are not excessively burdensome or complex. Legislative oversight: Provide policy direction and technical assistance to the Office of the General Counsel to assist with the drafting of tax legislation that will include all the proposals announced by the Minister. Draft the Explanatory Memorandum that would accompany the draft bills, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review). Research and analysis: Facilitate research on direct taxation, both internal and external, to investigate whether the South African direct tax system is efficient, effective, equitable and internationally competitive. Monitor global developments in direct taxes to ensure South Africa remains internationally competitive and the direct tax system remains up to date and fit for purpose and is aligned with international best practice. Stakeholder engagement: Engage with key stakeholders when formulating proposals, including SARS, other National Treasury divisions and impacted national departments, Lead engagements with taxpayers in public workshops on amendments to draft legislation, and engage with labour unions, business associations, academics and civil society on direct tax matters, Represent National Treasury at international tax forums, such as those organised by the OECD, IMF and ATAF, and manage intergovernmental engagements on direct taxation issues.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 38/101**CHIEF DIRECTOR: INDIRECT TAXES REF NO: S054/2025**

Division: Tax And Financial Sector Policy (TFSP)

Purpose: To advise the Minister of Finance and the National Treasury on all matters relating to direct taxes, and to lead the formulation, analysis and implementation of all indirect tax reforms in an evidence-based and strategic manner that aligns with government's economic and development objectives. Reforms should aim to create a tax system that raises sufficient revenue, is equitable, and is internationally competitive. Indirect taxes include value added tax, excise duties (such as those on alcohol and tobacco), fuel levies and environmental levies (including the carbon tax), amongst others.

**SALARY
CENTRE
REQUIREMENTS**

: R1 494 900 per annum, (all-inclusive)

: Pretoria

: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Law or Taxation or Accounting. A minimum of 5 years' experience at a senior managerial level obtained in a tax policy environment. In-depth experience in policies formulation and review. In-depth policy interpretation and advise. Knowledge and experience of the policy framework on indirect taxes formulation and dissemination. 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-entryprogramme/>, prior to finalisation of an appointment.**DUTIES**

: Policy development and advice: Advise the Minister of Finance and National Treasury on the design and implementation of reforms to indirect tax instruments to attain an equitable tax system that generates sufficient revenue for the government's developmental needs, Lead the development, in co-operation with SARS, of the annual indirect tax proposals to be considered and announced by the Minister in the Budget Review each year and included in Chapter 4 and Annexure C, Evaluate the fiscal and distributional impact of the indirect tax policy proposals included in the Budget and assess how they align with the governments socio-economic objectives, Develop tax policy proposal papers, both for internal use and that can be published as discussion documents, to drive improvements in the indirect tax system and to consult on new tax instruments, Work closely with SARS to ensure that indirect tax policy proposals are administratively implementable and are not excessively burdensome or complex. Legislative oversight: Provide policy direction and technical assistance to the Office of the General Counsel to assist with the drafting of tax legislation that will include all the proposals announced by the Minister. Draft the Explanatory Memorandum that would accompany the draft bills, Present to the Standing Committee on Finance and the Select Committee on Finance in Parliament on the details and rationales behind the indirect tax proposals and respond to public submissions and queries in public hearings. Research and analysis: Facilitate research on indirect taxation, both internal and external, to investigate whether the South African indirect tax system is efficient, effective, equitable and internationally competitive. Monitor global developments in indirect taxes to ensure South Africa remains internationally competitive and the indirect tax system remains up to date and fit for purpose and is aligned with international best practice. Stakeholder engagement: Engage with key stakeholders when formulating proposals, including SARS, other National Treasury divisions and impacted national departments, Lead engagements with taxpayers in public workshops on amendments to draft legislation on indirect taxes, and engage with labour unions, business associations, academics and civil society on indirect tax matters, Represent National Treasury at international tax forums, such as those organised by the OECD, IMF and ATAF, and manage intergovernmental engagements on indirect taxation issues.

ENQUIRIES: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za**POST 38/102****CHIEF DIRECTOR: TAX REVENUE AND POLICY COSTINGS REF NO: S055/2025**

Division: Tax And Financial Sector Policy (TFSP)

Purpose: To lead the development and maintenance of tax revenue forecasting and micro-simulation models and provide quantitative analysis on the revenue and distributional implications of tax proposals

SALARY

: R1 494 900 - R1 781 328 per annum, (all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Econometrics or Statistics or Mathematics. A minimum of 5 years' experience at a senior managerial level obtained in research and tax policy analysis and formulation. Knowledge and experience of the broader policy framework on tax revenue and related tax matters. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Develop Statistical and Econometric Techniques to Improve on the Quality and Accuracy of Tax Revenue Estimates: Develop statistical and econometric models to forecast tax revenues, Provide basic regression techniques on more advanced econometric and statistical modelling Develop statistical and econometric techniques to improve on the quality and accuracy of tax revenue estimates of macro and micro data. Develop Micro Simulation Models for Personal Income Tax (PIT), Corporate Income Tax (CIT) and Value-Added Tax (VAT): Develop and update Excel based micro simulation models to simulate policy options for Personal Income Tax (PIT), Corporate Income Tax (CIT) and Value-Added Tax (VAT) Utilise micro simulation models to estimate the revenue and distributional impacts of proposed policy interventions. Prepare Tax Revenue Estimates for the Annual Budget and Revised Estimates of MTBPS: Develop and implement estimates of tax revenue by tax instruments, focusing mainly on PIT, VAT, CIT, Fuel taxes, Vat Excise and Customs duties, Prepare revised tax revenue estimates of the MTBPS. Monitor Monthly Tax Revenues to Track and Revise Tax Revenue Estimates: Monitor monthly tax revenues to track deviations from estimates and provide credible explanations for deviations by tax instrument. Convene Revenue Analysis Working Committee (RAWC): Arrange the convening of the Revenue Analysis Working Committee (RAWC) meetings, Prepare the tax revenues estimates on behalf of TFSP for these meetings, Motivate discrepancies detected in estimates within the RAWC meetings and keep records of decisions. Estimate Revenue Implications of Tax Proposals and Economic. Impacts of Various Taxes: Initiate analysis and assist with estimating the revenue implications of specific tax proposals, Justify and motivate the quantification of economic impacts of various taxes.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/103</u>	:	<u>DIRECTOR: CAPITAL PROJECTS APPRAISAL REF NO: S050/2025</u> Division: Budget Office (BO) Purpose: To lead the technical evaluation of infrastructure appraisals and proposals pertaining to projects that require National Treasury support to progress and advise across all stages of infrastructure development.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 226 714 per annum, (all-inclusive)
	:	Pretoria
	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Development Finance or Economics or Public Policy. A minimum of 5 years' experience at a middle or senior managerial level obtained in infrastructure appraisal and evaluation, infrastructure policy and research, and/or project development environment. Knowledge of the Public Finance Management Act, Municipal Financial Management Act, Treasury Regulations, and PPPs. Detailed knowledge of the public investment management system including institutional arrangements, public finance terrain and government policy processes. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Development and promotion of appraisal tools and methodologies: Develop and maintain standardised capital appraisal guidelines, tools and methodologies in line with best practice, Mainstream the consideration of climate impacts in the appraisal process to ensure resilience and sustainability post investment, Ensure coherent implementation of capital appraisal guidelines, tools and methodologies across all spheres of government and public institutions Contribute to the design and rollout of capacity building initiatives to promote the use of standardised appraisal guidelines, tools and

methodologies Analysis of projects: Lead the compilation of appraisal review reports to advise on the feasibility, viability and sustainability of non-PPP projects, Coordinate and support the independent appraisal review functions of the Budget Facility for Infrastructure, Collaborate with Director: Infrastructure Regulations to undertake PPP reviews across all stages of development, Develop a database of micro- and macro-economic indicators to assist in the appraisal review process, Conduct ex post analysis, and monitoring and evaluation of infrastructure investments made, advise on value for money attained and other socio-economic achievements Sector analysis and research: Analyse the impacts of projects on the fiscus and economy, develop prioritisation models and support post investment analysis, Coordinate internal and external forums related to infrastructure developments, sectoral updates and trends analysis. Policy development, advise and implementation: Contribute to the development and updating of a unified public investment management system that underpins efficient and effective infrastructure development and delivery, Formulate and update systems and processes that enables the consideration of Budget Facility for Infrastructure recommendations into budget approval processes, Undertake research and analysis of national infrastructure policies and plans to advise on the efficacy of delivery and value for money assessment Provide support and updates related to infrastructure during budget processes: Initiate the review of infrastructure tables and provision of inputs into the general MTEF guidelines, Manage the liaison with key public sector institutions including departments and public entities rendering infrastructure to maintain a database of infrastructure projects, spending and plans, Incorporate with the ENE timetable and organise and arrange the verification of a central reconciliation of infrastructure databases, Provide support to the MTBPS and Budget Review by analysing and compiling of infrastructure expenditure figures and estimates, and provision of inputs into chapters with regards to infrastructure trends, developments and narrative.

<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/104</u>	:	<u>DIRECTOR: PPP REGULATIONS REF NO: S059/2025</u> Division: Budget Office (BO) Purpose: To develop and implement infrastructure regulations that create an enabling environment for scaling-up private sector participation in public infrastructure whilst managing fiscal risks pertaining to Public Private Partnerships (PPPs) and non-PPP infrastructure policies, regulations and guidelines.
<u>SALARY</u>	:	R1 226 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Development Finance or Economics or Legal. A minimum of 5 years' experience at a middle or senior managerial level obtained in Private Public Partnership (PPP) project development, transaction advisory, appraisal and evaluation, procurement and contract management. Knowledge of the Public Finance Management Act, Treasury Regulations, National Treasury's Public-Private Partnership Manual. Knowledge of the Municipal Finance Management Act, the Municipal Regulations, and Municipal Service Delivery and PPP Guidelines. Detailed knowledge of the public infrastructure landscape including institutional arrangements, public finance terrain and government policy processes. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.
<u>DUTIES</u>	:	Develop enablers of private sector participation in public infrastructure: Develop and maintain a coherent public investment management framework that underpins private sector participation in public infrastructure, Formulate and update policies, regulations, guidelines, systems and processes that facilitate the scaling up of private sector participation in public infrastructure, Coordinate and maintain standardised tools and methodologies that drive the attainment of value for money, appropriate risk transfer, affordability and bolster state capability in projects that involve private sector participation, Contribute to the design and rollout of capacity building initiatives for infrastructure and complex projects that involve the private sector participation. Maintain and

update PPP policy and regulatory framework: Initiate periodic benchmark of South Africa's PPP policy and regulatory framework against global best practices, Conduct assessment and analysis of the efficacy of South Africa's PPP policy and regulatory framework in promoting the uptake of alternative of infrastructure financing, procurement and delivery arrangements, Explore how the National Treasury can support the uptake of PPP projects using its fiscal levers and tools, Manage the inception, feasibility and procurement stages of the PPP project lifecycle: Manage the registration of potential PPP projects and the support to public institutions on such projects, Execute the regulatory requirements pertaining to the feasibility study phase of the PPP project cycle, Execute the regulatory outputs of the procurement phase of the PPP project cycle, Manage the development, delivery and exit phases of the PPP project lifecycle: Execute the regulatory functions pertaining to the contracting PPP agreements phase, Execute the regulatory functions relating to the amendment and variation of PPP agreements, Manage and advocate for the PPP performance monitoring and evaluation framework. Provide support and updates related to infrastructure during budget processes: Initiate the review of infrastructure tables and provision of inputs into the general MTEF guidelines, Manage the liaison with key public sector institutions including departments and public entities rendering infrastructure to maintain a database of infrastructure projects, spending and plans, Incorporate with the ENE timetable and organise and arrange the verification of a central reconciliation of infrastructure databases, Provide support to the MTBPS and Budget Review by analysing and compiling of infrastructure expenditure figures and estimates, and provision of inputs into chapters with regards to infrastructure trends, developments and narrative, Prepare and supply information related to fiscal commitments and contingent liabilities.

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

OTHER POSTS

POST 38/105 : **SENIOR ECONOMIST: ENVIRONMENTAL AND FUEL TAXES REF NO: S057/2025**

Division: Tax And Financial Sector Policy (TFSP)

Purpose: To conduct economic research and policy analysis on the design and implementation of carbon pricing policies, transport taxes and incentives to promote decarbonisation of the transport sector.

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum, (all-inclusive)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6)/ Bachelor's degree (equivalent to NQF level 7) in Environment, Energy or Transport Economics and Environmental Science/Environmental Management. An Honours Degree would be advantageous. A minimum of 5 years' experience in economic research and policy analysis. Knowledge and experience in quantitative techniques and tools, excel and other statistical packages and econometric modelling. Knowledge and experience in climate, transport and energy policy development. Knowledge and experience in public policy processes and stakeholder engagement.

DUTIES

: Market Based Fiscal instruments to Support Climate Change Mitigation and Adaptation in the transport sector: Conduct economic research, policy analysis and reviews on price based instruments including carbon taxes, incentives, charges and subsidies to support the decarbonisation of the transport sector, Conduct economic research, policy analysis and reviews on quantity-based environmental fiscal instruments to support Climate Change adaptation and mitigation including carbon market mechanisms under Article 6 of the Paris Agreement, and carbon budgets and sector emission targets, Consult with the Departments of Forestry, Fisheries and the Environment, Transport, Mineral and Petroleum Resources, Electricity and Energy and the South African Revenue Service on climate and transport related policy proposals, Liaise with legal drafters to ensure that climate and transport related tax proposals and amendments are incorporated into law as intended. Carbon and transport related excise Taxes: Conduct economic research, policy analysis and stakeholder consultation, on existing transport-related excise taxes, including: Fuel taxes, Diesel fuel tax refund, Vehicle taxes, Compile and maintain fuel price and fuel levy databases, reviews, and reports on transport fuel taxes including: Annual fuel levy adjustments, Fuel sales, volumes, and prices,

Petrol, diesel, and liquefied petroleum gas differentials, Diesel fuel tax refund, Clean fuels initiatives, Biofuels initiatives, Road accident fund levy, Interact with the Departments of Forestry, Fisheries and the Environment, Transport, Mineral and Petroleum Resources, Electricity and Energy and the South African Revenue Service, Liaise with legal drafters to ensure that carbon and fuel tax policy proposals and amendments are incorporated into law as intended. General environment issues: Formulate tax policy advice, provide comments on Cabinet memorandums, government policy strategies; and analysis of macro-economic impacts of climate, environment, energy and transport policy.

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

POST 38/106 : **ASSISTANT DIRECTOR: FISCAL FRAMEWORK REF NO: S047/2025**
Division: Budget Office (BO)
Purpose: To develop and maintain an aggregated and consolidated government fiscal framework database and General Government Finance Statistics model.

SALARY : R582 444 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6)/ Bachelor's degree (equivalent to NQF level 7) in Economics or Mathematical or Natural Sciences or Business Sciences, mainly Finance and Financial Economics. A minimum of 3 years' experience is required in public finance, or economic research. Experience in policy development and communication is also valued. Knowledge of Economic Analysis and Research. Knowledge of the Public Finance Management Act and Treasury Regulations.

DUTIES : SACU: Assist with automation and implementation of forecasting process for the SACU revenue sharing formula, Assist with SACU related analysis and research, Maintain a good working relationship with SARS and other stakeholders. Database Management and Fiscal Framework Analysis: Maintain debt and revenue analysis workbooks, Research and analyse government financial statistics database, Create and maintain a standard Fiscal Policy database for analysis of information, Assist and maintain the consolidated government fiscal framework which includes the General Government Finance Statistics database, Provide analysis and reports pertaining to the fiscal framework and bi-annual budget processes. Budget Review and MTBPS: Provide support to chapters inputs and general editing of documents, Assist with the budget media analysis prior to the official presentation, Provide inputs for the Q&A document and media lock-ups, prior to budget presentation, Assist in compilation of National Treasury's responses to public hearings. Stakeholder Engagement and Research: Provide report writing and analyse the quarterly consensus forecasts, Prepare reports that analysed the World Economic Outlook and the International Monetary Fund Fiscal Monitor, Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government.

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

POST 38/107 : **ASSISTANT DIRECTOR: FISCAL RESEARCH REF NO: S060/2025 (X2 POSTS)**
Division: Budget Office (BO)
Purpose: To facilitate the fiscal policy research agenda of the National Treasury on the short and long-term impacts of fiscal policy decisions. To support the macro-fiscal process and assist with the production of relevant budget documentation.

SALARY : R582 444 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6)/ Bachelor's degree (equivalent to NQF level 7) in Economics or Business Sciences mainly in finance and financial economics/ Mathematics or Mathematical Sciences/ Mathematical Statistics. A minimum of 3 years' experience is required in fiscal analysis, public finance, or an economic research environment. Experience in policy development and communication is also valued, Knowledge of Economic Analysis and Research.

<u>DUTIES</u>	:	Fiscal Policy Research: Undertake Fiscal Policy research consistent with the requirements of the National Treasury and review the broader international macro-economic environment, institutional frameworks for their impacts on fiscal sustainability, Provide inputs in the development of policy and implement policy decisions of fiscal nature, Undertake research in line with the requirements of the Fiscal Policy unit requirements and the broader international macro-economic environment, institutional frameworks and fiscal sustainability, Maintain debt sustainability model and revenue analysis workbook. Database Management and Fiscal Framework Analysis: Research and analyse government financial statistics database, Create and maintain a standard Fiscal Policy database for analysis of information, Assist and maintain the consolidated government fiscal framework which includes the General Government Finance Statistics database, Provide analysis and reports pertaining to the fiscal framework for the bi-annual budget processes, Provide support to chapters inputs and general editing of documents. Budget Review and MTBPS: Assist with the budget media analysis prior to the official presentation, Provide inputs for the Q&A document and media lockups, prior to budget presentation, Arrange the post-budget feedback for civil society and public-sector economic forums. Benchmarking Research: Undertake benchmarking, economic research, analysis and the relation to fiscal policy, Provide research into the levels of the various fiscal indicators and their implications for sustainability, growth, and development, Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/108</u>	:	<u>ASSISTANT DIRECTOR: CAPITAL PROJECTS APPRAISAL REF NO: S049/2025</u> Division: Budget Office (BO) Purpose: To support the technical evaluation of infrastructure projects, the development of appraisal best practice, and provide analytical support in the compilation of infrastructure expenditure reports and forecasts.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum, (Excl. benefits) Pretoria A Grade 12 is required, coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Development Finance or Public Policy. A minimum of 3 years' experience obtained in an infrastructure investment and/or economic research environment. Knowledge of the governments' infrastructural framework. In-depth knowledge and experience of research and policy development/ analysis.
<u>DUTIES</u>	:	Infrastructure Database: Assist with the development and management of a database on public infrastructure projects, spending and delivery plans, Contribute to the development and enhancement of the integrity, content and quality of infrastructure data in line with user requirements, Manage a database of micro- and macro-economic indicators to assist in the appraisal review process Capital Appraisal and Evaluation: Contribute to the compilation of appraisal review reports for PPP and non-PPP projects, Contribute to ex post analysis, monitoring and evaluation of infrastructure investments, and advise on value for money attained and other socio-economic achievements, Support the Director: Capital Projects Appraisal in coordinating the independent appraisal review functions of the Budget Facility for Infrastructure Appraisal tools and methodologies: Assist with development and updating of standardised capital appraisal guidelines, tools and methodologies, Assist with research on appropriate methodologies and parameters pertaining to project appraisal and evaluation, Participate in the rollout of capacity building initiatives to promote the use of standardised appraisal guidelines, tools and methodologies Budget Support: Assist in the update and verification of infrastructure tables, estimates and input into forecasts for the MTBPS and Budget Review, Contribute to the analysis of projects on the fiscus and economy; monitor trends and development; and inform infrastructure policies, analysis and research, Provide inputs into the infrastructure expenditure figures and estimates for the MTBPS and Budget Review.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 38/109</u>	:	<u>ECONOMIST: PERSONAL INCOME TAX DESIGN REF NO: S056/2025</u> Division: Tax And Financial Sector Policy (TFSP) Purpose: To conduct research and provide technical advice on legislative proposals relating to Personal Income Tax Design, covering all tax and related matters affecting individuals in the areas of personal income, employment, retirement savings, and cross-border issues.
<u>SALARY</u>	:	R582 444 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a Bachelor's degree (equivalent to NQF level 7) in Law (or LLB) or Accounting, with specialisation in Taxation or Taxation Law. A minimum of 3 years' experience obtained in personal income tax or legal tax environment.
<u>DUTIES</u>	:	Assisting with the general individual taxation for the personal income design unit: Conduct research, analysis, and reporting on Personal Income Tax to support legislative and policy development, Draft and review technical notes and supporting documentation for proposed amendments to Personal Income Tax and related legislation, Assist in compiling amendments and explanatory memoranda for inclusion in legislative processes, Contribute to the preparation of annual budget proposals, ensuring alignment with existing tax legislation. Retirement reforms: Assist in providing inputs on policy proposals in respect of the Retirement Reforms, Assist in analysing the recent amendments to the Retirement Reforms for the purposes of alignment of the tax legislation and removing anomalies and ambiguity. Employment Taxation: Assist in providing inputs on policy proposals to employment tax policy proposals for implementation, Assist in incorporating inputs on policy proposals pertaining to specialised employment taxes. Provide Technical Support: Provide technical support in formalising legislative amendments for integration into the personal income tax system, Monitor and report on local and international developments in personal income tax legislation • Support consultations with stakeholders (e.g., National Treasury, Parliamentary Committees on Finance, SARS, industry bodies, taxpayers) on proposed amendments and draft legislation. Ensure technical inputs and policy documents are clear, consistent, and aligned with legislative requirements, Maintain accurate records and drafter's notes to support legislative processes and ensure continuity, Support the Tax Policy Unit in ensuring that personal income tax proposals and amendments are coherent, implementable, and aligned with policy intent. Public Benefit Organisations, Government and Other Tax Exempt Entities: Assist with research, reviews, analyses on public benefit organisations and tax exempt entities for the annual Budget Review.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/110</u>	:	<u>ECONOMIST: ENVIRONMENTAL AND FUEL TAXES REF NO: S058/2025</u> Division: Tax And Financial Sector Policy (TFSP) Purpose: To assist with the development of carbon pricing, environment and fuel tax policies to support fiscal reform in South Africa.
<u>SALARY</u>	:	R582 444 per annum, (Excl benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Environmental Economics and Environmental Science or Environmental Management. A minimum of 3 years' experience obtained in tax research and policy analysis. Knowledge and exposure to the broader tax policy framework on carbon pricing, environment and fuel taxes. Experience in database management, with working knowledge of quantitative techniques, excel and other statistical packages and econometric modelling.
<u>DUTIES</u>	:	Market Based Fiscal instruments to Support Climate Change Mitigation and Adaptation: Assist with economic research and policy analysis on carbon taxes and incentives to promote climate change mitigation and adaptation, Assist with economic research and analysis on quantity based environmental fiscal instruments including carbon market mechanisms under the Paris Agreement Participate in consultations with the Departments of Forestry Fisheries and the Environment, Transport, Electricity and Energy and Mineral and Petroleum Resources, and the South African Revenue Service. Market based fiscal instruments to promote Environmental sustainability: Assist with reviews, economic research and policy analysis on taxes, incentives, charges and subsidies to address: local air pollution, water pollution and resource

		management, land degradation and biodiversity conservation, solid waste management and circular economy, Provide tax policy research material on the design and international developments in environment and fuel taxes. Transport Fuel Taxes: Maintain fuel price and tax databases and assist with reviews and reports on transport fuel tax issues including the diesel fuel tax refund, petrol, diesel, and liquefied petroleum gas differentials, clean fuels initiatives, biofuels initiatives, road accident fund levy, fuel sales, volumes, and prices, Assist with annual adjustment proposals for the fuel levies.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/111</u>	:	<u>ASSISTANT DIRECTOR: BID MANAGEMENT REF NO: S061/2025</u> Division: Office Of The Director-General (ODG) Purpose: To provide assistance with the administration and logistics of Bids Management in the Supply Chain Management environment in compliance with prescripts and procedures.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (Excl. benefits) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Logistics or Procurement or Supply Chain Management. A minimum of 3 years' experience in a Procurement/ Supply Chain environment. Knowledge and experience of Bids Management. Knowledge and experience of the Supply Chain Framework, policies and procedures.
<u>DUTIES</u>	:	Compliance to Bids prescripts and procedures: Provide a platform for Bids management in compliance with prescripts and procedures, Verify specifications/ terms of references and evaluation criteria in the quality assurance of documents before placement of bids for advertising in the government tender bulletin/etenders, Develop a project plan on committed goods and services to track user's deadlines on requests submitted, Compile memos for Bids adjudication committee and for Accounting officer/Director General's approval, Manage the submission of correct information for publication in the tender portal/media, Initiate and oversee the invitation process and evaluation of requests for proposals in terms of the Preferential Procurement Policy Framework Act(PPPFA), Submit documents of suppliers of companies for verification and screening, Establish pre-qualification process after closing of the bids in line with the special conditions of contract and invite Bid Evaluation Meetings with relevant users, Implement efficient, proper bids management and administration for procurement of goods and services, Attend and support Bid Specification, Bid Evaluation and Bid Adjudication Committee meetings to guide and provide advice on stakeholders on the procedures as outlined in SCM Policy PFMA, Treasury Regulations, PPPFA and Practice Notes from the National Treasury, Office of Chief Procurement Officer and other related legislations. Contract Management Advice: Prepare and issue letters to successful and unsuccessful bidders, Prepare procurement handover file to Contract management for contracting purpose. Communication to stakeholders: Develop processes pertaining to bids management information session to make stakeholders aware of the latest developments in the Bids Management environment, Conduct briefing sessions with all perspective bidders as pertaining to bids specification and documents, Conduct specification sessions for completion of Terms of reference. Reporting: Provide monthly and quarterly bids related reports, Prepare relevant reports for management and auditing purpose, Identify risks within the operations SCM, bid management and develop corrective actions, Report on any irregularity, wasteful and unauthorised expenditures to the relevant authority, Provide quarterly inputs on bid operations review reports and action plans.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/112</u>	:	<u>CATEGORY ADMINISTRATOR REF NO: S062/2025</u> Division: Office of The Director-General (ODG) Purpose: To assist with the execution of sourcing and acquisition processes in respect of Category analyses to meet financial and delivery requirements of the National Treasury.
<u>SALARY CENTRE</u>	:	R397 116 per annum, (Excl. benefits) Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Public Administration, Business Management or Supply Chain Management. A minimum of 2 years' knowledge and experience in Procurement and/ or Category Management. Knowledge of Procurement systems and policies or related utilised in Public and or Private Sector.
<u>DUTIES</u>	:	Administrative Support: Implement Strategic sourcing strategies aligned to the Departments targets, objectives and system processes for strategic sourcing, Report on progress and improved opportunities as identified by the strategic sourcing unit, Initiate the implementation of the sourcing strategy for specified categories, Assist with the needs and market analysis processes pertaining to market pricing and competitive product and quality analysis, Assist with conduct of collaborative demand planning and marketing and supplier analyses, Assist with the procurement process analyses to meet cost and delivery goals. Stake holder Management: Assist in the preparation and conduct an analysis of RFI/RFP/RFQ, Liaise with key suppliers on specifications and lead times, Evaluate supplier's performance against defined supplies, goals and targets, Manage sourcing supplier portfolios to identify and categorise suppliers based on the performance, Facilitate supplier based briefings on Lead times and development of a commodity, Remind Suppliers of agreed SLA's and track category performance metrics, Evaluate and maintain customer satisfaction for future deliberations of specified commodities, Communicate operational procedures to stakeholders. Market Analysis: Negotiate, implement and manage prices with suppliers, Maintain supplier improvement targets in cost, quality and delivery, Initiate all aspects of supplier negotiations, including contract terms, Provide a broad competitor analysis on specified commodities, Provide price re-determinations and performance management of suppliers. Governance and Compliance: Make use of Strategic framework for the strategic procurement of goods and services, Monitor compliance to environmental initiatives and obligations, Conduct price audits on all contracted commodities. Category Reporting: Provide status report on savings and benefits per category, Provide an updated spend analysis on existing commodities.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/113</u>	:	<u>BIDS ADMINISTRATOR REF NO: S063/2025</u> Division: Office of The Director-General (ODG) Purpose: To assist the Bids Management unit with the terms of all the bids processes in an administrative and logistical manner.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, (Excl. benefits) Pretoria
<u>DUTIES</u>	:	Administrative Support: Compile bid documents and provide documents to management for approval and publication, Invite, evaluate and award quotations /proposals within a specified threshold, Schedule bid committee sittings for NT, Prepare advertisement for placement on e-Tender system, Government Bulletin and NT website, Provide secretarial function to bid committees. Bids Management: Record and verify bids documentations for administration activities and compliance, Verify pre-qualification processes after closing date of bids in accordance with the special conditions of contract, Prepare nominations letters, evaluation sheets, Declaration of interest and Code of Conduct sheets for sign-off by Bid evaluation committee members, Verify and facilitate updating of the validity periods of bids prior to award. Client Engagement: Obtain additional information in writing from bidders where applicable, Handle bidders enquiries and correspondence for response, Prepare and issue letters to successful and unsuccessful bidders, Submit documentation of suppliers for verification and screening of companies and coordinate briefing sessions for bids. Client Support: Advice clients on the compilation of terms of reference, specifications and evaluation criterion for bid, Assist with the evaluation of transactions pertaining to the prescribed contained within the Preferential Procurement Regulations.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 38/114</u>	:	<u>SUPPLY CHAIN PRACTITIONER: TRANSIT REF NO: S064/2025</u> Division: Office of The Director-General (ODG) Purpose: To co-ordinate the receipt and distribution of goods and services in line with policies and procedures of the Supply Chain Management.
<u>SALARY</u>	:	R397 116 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6)/ Bachelor's Degree (equivalent to NQF level 7) in Procurement or Logistics or Supply Chain Management. A minimum of 2 years' experience obtained in the procurement of goods and Inventory Management. Knowledge of the Supply Chain Framework in the Public Service and other related policies and procedures. Knowledge and exposure in the operation of Logis and BAS.
<u>DUTIES</u>	:	Deliveries, receipting and suppliers: Monitor all commitments on orders of goods and keep record of expected deliveries, Calculate and categories all inbound goods and authenticate the receipts in accordance with the delivery notes, Perform quality assurance pertaining to received goods and report any damages and discrepancies with delivery notes, Keep goods register for verification of goods received and record purposes, Fast-track relevant documentation from suppliers in line with the storage and procurement of goods to stakeholders. Handling and safekeeping of goods: Communicate the co-ordination of buyer returns, rejections with appropriate written motivation, Inspect, and properly storing items to prevent damage or loss, Ensure configuration of equipment is done prior to delivery of equipment. Collaborate with stakeholders, Financial Accounting unit by submitting documents and notifications timeously for prompt settlement of accounts, Requisitions and Issue of stock: Receive all requisitions requests from stakeholders register on the system for record purposes., Liaise with clients on the completion of requisitions for replenishment of stock., Verify issued supplies and compare against shelf items for correctness, Verify all confirmed delivered goods with the order and other administration prior to delivery, Issue all stock out on the system and verify with supporting documents prior to deliveries, Stock assessment and verification: Verify and count the physical inventory items against requests to determine stock levels, Confirm computations against issued stock and compare and calculate received supplies, Confirm computations against issued stock and compare and calculate received supplies, Propose and implement corrective measures to circumvent oversights.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/115</u>	:	<u>ADMIN OFFICER: RECORDS AND INFORMATION MANAGEMENT REF NO: S052/2025</u> Division: Corporate Services (CS) Purpose: To render an effective, efficient record administration within the National Treasury; assist in managing the central registry/s and provide administrative support to the PAIA Helpdesk.
<u>SALARY</u>	:	R325 101 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum Grade 12 is required coupled with an Office Administration Diploma (equivalent to NQF level 4 or 5) as advantageous. A minimum of 2 years' experience obtained in the registry administration environment, Knowledge of file storage, retrieval and archiving. Exposure to the working operation of the National Archiving Act and Regulations. Experience in handling top secret documents and the facilitation thereof.
<u>DUTIES</u>	:	Registry Support: Assist with the compilation, implementation, maintenance and utilization of the approved records classification systems (i.e. paper and digital records) and record control schedule. Manage file movements. Capture all records in the records management database. Oversee the scanning of records and upload to SharePoint. Safeguarding of records storage areas, implement records retention in line with records classification systems and support the electronics records management system, Oversee the destruction of non-archival records and ensure that the destruction certificates are submitted to the National Archivist, Assist with regular inspections of the individual components in alignment with the records management policy and standards promulgated in the National Archives Act, PAIA and POPIA Helpdesk Support: Register incoming requests for information in terms of the Promotion

of Access to Information Act and Promotion of Access to Information Act, Follow up on received requests and ensure that they are finalized within 30 days, Draft the required documents, Send approved documents to requesters, Draft compliance reports. Administrative Support: Manage the ordering of stationery and controls thereof, Safeguarding the records and exercise control over all the storeroom keys, Ensure that the registry and records room(s) are not left unattended, Support the electronic registry with file plan and retention period updates of files, Assist with scanning of files and support with miscellaneous and administrative duties. Stakeholder Engagement: Motivate and empowers others to reach their operational goals, Exercise influence and convince others in a way that results in acceptance, agreement, or behaviour change, Ensure authorized users have access to information. Customer Support: Adopt a flexible and practical approach to departmental records management procedures to meet customer requirements, Suggest alternative records classification options to customers, Utilise knowledge of departmental and filing systems to locate information filed in Registry systems.

ENQUIRIES

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

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Applications can also be emailed to Recruitment11@dpme.gov.za
- CLOSING DATE** : 31 October 2025 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za
- ERRATUM:** Kindly note that the post of Deputy Director-General: Corporate Services with Ref No: 10/2025 was advertised in Public Service Vacancy Circular 37 dated 10 October 2025. The salary has been amended as follows: From R1, 741 770 to R1, 813 182 per annum (Level 15), all-inclusive salary package.

OTHER POST

<u>POST 38/116</u>	:	<u>SENIOR STATE ACCOUNTANT: PMG REF NO: 11/2025</u> Unit: Payables, Receivables and PMG
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree (NQF 6/7) in Finance/Accounting with at least 4 Years' experience in financial management environment. NQF Level 8 or higher qualification will be an added advantage. Competencies and skills: Should have extensive knowledge and experience of BAS, LOGIS and PERSAL and a high level of computer literacy and sound knowledge of Microsoft Office suite. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Must have good verbal and written communication skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant Directives such as PFMA, Treasury Regulations and other relevant legislation. Personal Attributes: Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible and reliable.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide financial administration and operational services within the Department. This entails to administer the Paymaster General Account, Month/Year end Closure and Revenue. Administer Ledger Accounts, Journals and provide IFS/AFS inputs. Administer Entities and Safety Web Payments. Manage Petty Cash and perform PERSAL deductions. HR Management.
<u>ENQUIRIES</u>	:	Ms M Masilela Tel No: (012) 312-0471

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or E-mail your application to and Advert122025@dpsa.gov.za and Advert132025@dpsa.gov.za
- CLOSING DATE** : 31 October 2025
- NOTE** : Applications are hereby invited from independent, suitably qualified and experienced professionals to serve as members of the Shared Audit and Risk Committee of the Department of Public Service and Administration (DPSA) and Centre for Public Service Innovation (CPSI). Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 38/117** : **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: DPSA 12/2025**
(Three-year contract)
- SALARY** : Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with National Treasury Regulations 20.2.3. Member will be remunerated for preparation and attendance of meetings.
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year tertiary or equivalent qualification in Accounting, Auditing and Risk Management or Law. Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification relevant fields is a prerequisite for the appointment as the Shared Audit & Risk Committee Chairperson of the Department of Public Service & Administration and Centre for Public Service Innovation (CPSI). Candidates should have executive management experience in risk management, control, governance, within the public service and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Experience: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, Law, and Organizational Performance Management. The applicants should be independent and knowledgeable of the status of their positions as chairperson of the Audit & Risk Committee. A knowledgeable person who keeps up to date with the developments within the Finance, Auditing, Risk Management, Legal and governance space. Departmental Values. Technical Knowledge of the

	Department of Public Service and Administration, National Treasury, prescripts, regulations and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high-risk areas. Attributes And Skills: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, ability to offer new perspective, ability to promote effective working relationships (among committee members, management, internal and external auditors).
<u>DUTIES</u>	: Fulfil oversight responsibilities regarding risk management, control, governance, information technology, compliance, external and internal audit, management accounts and annual financial statements. Advise the Accounting Officer in the effective execution of his/her responsibilities. Assist in building trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislation and or the Audit & Risk Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority. Serve as the Chairperson for both DPSA and CPSI Audit and Risk Committee (shared).
<u>ENQUIRIES</u>	: Mr. Ernst Mogwanye Tel No: (012) 309 1074/ E-mail: ernst.mogwanye@dpsa.gov.za
<u>APPLICATIONS</u>	: Email your application to: Advert122025@dpsa.gov.za
<u>NOTE</u>	: General Information: Preference will be given to applicants who are citizens of the Republic of South Africa.
<u>POST 38/118</u>	: <u>AUDIT AND RISK COMMITTEE MEMBER REF NO: DPSA 13/2025</u> (Three-year contract)
<u>SALARY</u>	: Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with National Treasury Regulations 20.2.3. Member will be remunerated for preparation and attendance of meetings. Members will be remunerated for preparation and attendance of meetings.
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in possession of a three-year tertiary qualification in the field of either Accounting, Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Auditing, Governance and Risk Management, Information Communication Technology, Organizational Performance Management, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes And Skills Highly independent, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation.
<u>DUTIES</u>	: The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, National Treasury Regulations and approved Audit & Risk Committee Charter. Serve as a member for both DPSA and CPSI Audit and Risk Committee (shared).
<u>ENQUIRIES</u>	: Mr. Ernst Mogwanye Tel No: (012) 309 1074/ E-mail: ernst.mogwanye@dpsa.gov.za
<u>APPLICATIONS</u>	: Email your application to: Advert132025@dpsa.gov.za
<u>NOTE</u>	: General Information Preference will be given to applicants who are citizens of the Republic of South Africa.

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses:
 For: Director: Entity Oversight- e-recruit.EO@dsd.gov.za
 Director: Financial, Compliance and IT Audits- e-recruit.FCIA@dsd.gov.za
 Director: Information Technology Operations- e-recruit.ITO@dsd.gov.za
 Director: Public Relations and Events Management- e-recruit.PREM@dsd.gov.za
 Director: Families Services and Programmes- e-recruit.FSP@dsd.gov.za
 Director: HIV Care and Support- e-recruit.HCS@dsd.gov.za
 Director: Social Relief- e-recruit.SR@dsd.gov.za
 Social Work Policy Manager Grade 1- e-recruit.SWPM2@dsd.gov.za
 Social Work Policy Developer Grade 1- e-recruit.SWPD2@dsd.gov.za
 Senior Training Officer- e-recruit.STO@dsd.gov.za
- FOR ATTENTION** : Mr TZ Mapela
- CLOSING DATE** : 31 October 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za/vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R400.00. The duration of the course is 120 hours. 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. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at

the register book in the DSD reception area for the attention of Mr TZ Mapela. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 38/119</u>	:	<u>DIRECTOR: ENTITY OVERSIGHT (OPERATIONS AND FINANCIAL OVERSIGHT) REF NO: N1/A/2025</u> Office of the Director-General
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Public Management/ Public Administration/ Social Sciences/Commerce as recognized by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Knowledge and understanding of the Constitution on organs of state, entities and institutions. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the Public Finance Management and Treasury Regulations. Knowledge and understanding of the South African Council Social Service Profession (SACSSP). Knowledge and understanding of Central Drug Authority (CDA) Knowledge and understanding of South African Security Agency Act. Knowledge and understanding of the Social Assistance Act. Knowledge and understanding of National Development Agency Act. Knowledge and understanding of the king IV Report on Corporate Governance and other good governance practices. Knowledge and understanding of Prevention of and Treatment for Substance Abuse Act of 2008. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review and implementation of policies, legislations, frameworks and guidelines in respect of governance and compliance oversight. Manage and oversee policy, governance and compliance of Entities and Institutions. Manage and oversee the performance of the Entities and Institutions in line with their strategic plans and Annual Performance Plans. Manage and oversee the financial performance of the Entities and Institutions. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Mr K Maluleke Tel No: (012) 312-7062/ 7068 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/120</u>	:	<u>DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: N1/B/2025</u> Chief Directive: Internal Audit Services
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Auditing/ Internal Auditing recognised by SAQA plus 5 years' experience at middle/ senior management in the relevant field. Knowledge and understanding of the Public Service Act

		and Regulations. Knowledge and understanding of standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (FRS). Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage and conduct financial, compliance and IT audits in accordance with IA standards and relevant public service legislation. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr A Mudau Tel No: (012) 312-7304/ 7085
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/121</u>	:	<u>DIRECTOR: INFORMATION TECHNOLOGY OPERATIONS REF NO: N1/C/2025</u> Information Management Systems and Technology (IMST)
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Business Information Systems/ Information Technology/ Computer Sciences/Computer Engineering as recognised by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the relevant Public Service regulatory frameworks such as MIS, Archives, PAJA, PAIA, and ECTA. Knowledge and understanding of the Cybercrimes Act. Knowledge and understanding of SITA Act and its Regulations. Knowledge and understanding of Information and Communication Technology framework. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Information security principles and practices. Knowledge and understanding of vendor management and contract negotiation. Knowledge and understanding of emerging technologies and industry trends. Knowledge and understanding of cloud security. Knowledge and understanding of best practices on data privacy. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the optimal functioning of IMST service management operations and end user support. Manage the development, review and implementation of ICT related policies. Manage the establishment and monitoring of IT Enterprise

		Architecture. Manage IT Infrastructure, data centre and support services. Manage the provision of IT security operations and compliance. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms T Sibuyi Tel No: (012) 312-7730/ 7777
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/122</u>	:	<u>DIRECTOR: PUBLIC RELATIONS AND EVENTS MANAGEMENT REF NO: N1/D/2025</u> Chief Directorate: Communications
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Communications/ Public Relations/ Media and Journalism Studies/ Marketing as recognised by SAQA PLUS 5 years' experience at middle/ senior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Government Communication Information System (GCIS). Knowledge and understanding of National Communication Strategy Framework. Knowledge and understanding of Language Policy. Knowledge and understanding of the Intellectual Property and Copyright Act. Knowledge and understanding of POPIA and PAIA. Knowledge and understanding of the Public Service Corporate Identify Manual. Knowledge and understanding of the South African Media Landscape. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of National and International political developments and trends. Knowledge and understanding of the Government Communication Policy. Knowledge and understanding of digital platforms. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review and implementation of public relations/event management guidelines, event plans and concept documents for the social development sector. Manage and coordinate event management and public participation programmes. Participate in planning and management meetings to advise on Public Relations and Events Management. Ensure brand, marketing and Public Relations strategies are integrated and support long term organisational strategies.
<u>ENQUIRIES</u>	:	Ms S Godlwana Tel No: (012) 312-7026
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/123</u>	:	<u>DIRECTOR: FAMILIES SERVICES AND PROGRAMMES REF NO: N1/E/2025</u> Chief Directorate: Social Professional Services and Older Persons
<u>SALARY</u>	:	R1 266 714.per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Social Sciences/ Social Work as recognized by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Registration with the SACSSP. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the White Paper on Families. Knowledge and understanding of the Children's Amendment Act, 2007. Knowledge of Social Assistance Amendment Act. Knowledge of White Paper for Social Development. Knowledge and understanding of the Constitution of the Republic of South African, 1996. Knowledge of White Paper on Persons with Disabilities (WPRPD). Knowledge and understanding Social Welfare services, related policies, legislations, frameworks, and norms & standards. Knowledge of Sexual Offence Act. Knowledge and understanding of International Treaties and obligations. Knowledge of POPIA and PAIA. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Cultural sensitivity. Adaptability. Confidentiality. Cost consciousness. Honesty and integrity. Emotional intelligence.
<u>DUTIES</u>	:	Manage, coordinate, and monitor the development, review, and implementation of policies, norms and standards, international instruments and legislative frameworks for the protection, support, empowerment, promotion and upholding of the rights of individuals, groups and families. Facilitate and monitor the implementation of family services within communities to promote care, support, protection, and the upholding of the rights of individuals, groups and families. Coordinate the engagements, collaborations, and partnerships with various stakeholders as well as regional and international structures in relation to matters, programmes and strategies related to families. Coordinate, manage, facilitate, and monitor the development, review, and the implementation of capacity building programmes and practical programmes, strategies, and guidelines to improve the delivery of quality services to families, through partnership with stakeholders. Facilitate research and evaluation studies on family services to inform policies, strategies, programmes, and legislative frameworks. Manage and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms C Legodu Tel No: (012) 312-7548/ 741 6826
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/124</u>	:	<u>DIRECTOR: HIV CARE AND SUPPORT REF NO: N1/F/2025</u> Chief Directorate: HIV/AIDS and Burdens of the Diseases
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Social Sciences/ Social Work as recognized by SAQA plus 5 years' experience at middle/ senior management level in the relevant field. Registration with the SACSSP. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of National Strategic Plan on HIV, TB and STIs. Knowledge and understanding on the DSD HIV and AIDS Comprehensive Strategy. Knowledge and understanding of legislations, policies and strategies pertaining to HIV. Knowledge and understanding of guidelines and frameworks for Psychosocial Support in context of HIV. Knowledge and understanding of care support programmes. Knowledge and understanding of the integrated School Health Programme (ISHP). Knowledge and understanding of the Social Behavioural Change programmes. Knowledge and understanding of the White Paper on

		Social Development. Knowledge and understanding of the PFMA and National Treasury Regulations. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Independent thinker. Ability to work in a team and independently. Adaptability. Cost consciousness. Honesty and integrity. Emotional intelligence. Assertiveness.
<u>DUTIES</u>	:	Manage and facilitate the development and review of HIV Care and Support programmes. Monitor implementation of plans, strategies, and guidelines in relation to HIV Care and Support policies and programmes in provinces. Coordinate stakeholder engagements and partnership on matters of technical support, funding, and implementation of programmes related to HIV care and support. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr N Skosana Tel No: (012) 312-7904/7263
<u>NOTE</u>	:	In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 38/125</u>	:	<u>DIRECTOR: SOCIAL RELIEF REF NO: N1/G/2025</u> Chief Directorate: Social Assistance
<u>SALARY</u>	:	R1 266 714 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in Social Work/Social Sciences/ Development Studies/Public Administration and Disaster Management as recognized by SAQA PLUS 5 years' experience at middle management/senior management level in the relevant field. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Assistance Act. Knowledge and understanding of the Public Finance Management Act. Knowledge and understanding of the South African Social Security Agency Act. Knowledge and understanding of disaster management framework. Knowledge and understanding the costing of social protection programmes. Knowledge and understanding of the Fundraising Act. Knowledge and understanding of the White Paper on Social Development. Knowledge and understanding of the PAJA, POPIA and PAIA. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development and review of policies, legislation, frameworks, strategies and guidelines for individuals, families and communities in distress. Design solution-focused social relief programmes for individuals, families and communities. Oversee and manage stakeholder engagements, partnerships and collaborations on matters relating to social relief programmes. Provide secretariat support and advisory services to the Disaster Relief Fund Board. Manage, and report on the budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Dr M Mogotsi Tel No: (012) 741-6835/ 6833

NOTE : In terms of the Department's employment equity targets, Coloured and White males and African, African, Coloured and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 38/126 : **SOCIAL WORK POLICY MANAGER GRADE 1: ORPHANS AND VULNERABLE CHILDREN REF NO: N1/H/2025**
Directorate: Child Protection

SALARY : R970 686 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE REQUIREMENTS : HSRC Building, Pretoria
: An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of child care and protection legislation, and child protection policies, children with disabilities and chronic illnesses, provision of therapeutic services and psychosocial services. Willingness to travel. Competencies needed: Programme development, Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation and facilitation skills. Report writing. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.

DUTIES : Develop/facilitate the development, review, amendment and implementation of legislation, policies, strategies, guidelines and programmes on children with disabilities and chronic illnesses including orphans and vulnerable children. Monitor and coordinate provision of services and programmes to children with disabilities and chronic illnesses. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Consult and liaise with stakeholders, including Cabinet, Parliament and Clusters. Keep up to date with new developments in the social work and management fields. Plan and ensure that programmes for children with disabilities and chronic illnesses are in place, undertaking policy research and development. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms Neliswa Cekiso Tel No: (012) 312-7989/7609

POST 38/127 : **SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: N1/I/2025**
Directorate: Adoptions and International Services

SALARY : R453 201 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of child care and protection legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.

DUTIES : Assist in developing, implementing, and maintaining social work policies and guidelines pertaining to adoptions. Management of the registration of adoptions process by: verifying adoption documents received from Children's Courts, signing of adoption orders, identifying faults on the adoption documents and refer them for further intervention and collating of monthly and quarterly

statistics. Popularising and training of stakeholders on the Registration of Adoption process. Engagements and liaising with Children's Courts to ensure the correction of faults on adoption files. Management of origin and search enquiries of adoptees and the birth or biological parents in line with the provision of the Children's Act. Keep up to date with new developments in the social work field pertaining to adoptions. Perform administrative functions required in the unit.

ENQUIRIES : Dr Tebogo Mabe Tel No: (012) 312-7144/3

POST 38/128 : **SENIOR TRAINING OFFICER REF NO: N1/J/2025**
Directorate: Recruitment and Retention Programme for Social Service Practitioners

SALARY : R397 116 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : A relevant qualification at NQF level 6 in Human Resource Development/ Human Resource Management/ Management of Training and Development plus 1-2 years relevant experience in the field. Knowledge of Public Service Legislation. Knowledge and understanding in the functioning of the Sector Education and Training authorities. Knowledge and understanding of the SAQA process. Competencies needed: Communication (written and verbal). Planning and organising. Problem solving. Policy analysis. Office management and administration. Computer literacy. Client liaison. Analytical. Report writing. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomatic. Independent thinker. Cost consciousness. Honesty and integrity. Self-Starter. Assertiveness.

DUTIES : Facilitate the implementation of professional learning and development programmes. Provide support on the review and implementation of policies and legislation for regulation of social service professionals. Facilitate the development and maintenance of the database for social service practitioners.

ENQUIRIES : Ms G Rapoo Tel No: (012) 312 7755

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : Applications may be hand-delivered, as follows: Head Office, Main Security gate at 01 Cresswell Road Promat Building Silverton: Applications emailed to: dpcivacancies@saps.gov.za Applications forwarded by post to be addressed as follows, for attention The Section Commander: Personnel Management, (Attention: Col A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha, Private Bag X94, Pretoria, 0001.
- CLOSING DATE** : 31 October 2025 at 16:00
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

OTHER POST

- POST 38/129** : **CLEANER REF NO: DPCI/HO/68/2025: PRETORIA (X3 POSTS)**
- SALARY CENTRE** : R138 486 per annum (Level 02)
: Governance and Corporate Services: Supply Chain Management (Head Office)
- REQUIREMENTS** : A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; *Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms,

ENQUIRIES

kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials. Loading and unloading of goods; Garden maintenance services, Washing and cleaning of State vehicles, Kitchenware and utensils.
:
Colonel A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha Tel
No: (012) 846 4067/4110.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 31 October 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** Kindly take note that the post of Supply Chain Practitioner with Ref No: 241025/02 advertised in Public Service Vacancy Circular 37 dated 10 October 2025, the correct enquiry details is: Ms B Tjebane Tel No: (012) 741 7381

MANAGEMENT ECHELON

POST 38/130

- : **SUPPLY CHAIN CONTRACT PROFESSIONAL REF NO: 311025/01 (X2 POSTS)**
- : (5 Year Contract)
- : Branch: Financial Management Services

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Pretoria Head Office
- : A relevant tertiary qualification at NQF level 7. An NQF level 8 or 9 will serve as an added advantage. Professional procurement and SCM registration (e.g. MCIPS) or equivalent. Five (5) years of experience at a senior managerial level. Five (5) years' experience in infrastructure procurement and Supply Chain Management. The disclosure of a valid unexpired driver's license. Thorough knowledge of internationally recognized body of knowledge on best practice strategic infrastructure procurement and SCM. Full knowledge of all applicable SCM regulations and guidelines in South Africa. Proven ability to drive change in a complex environment and ensure implementation of the Department's procurement strategies. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

- : Develop and provide guidance in the implementation of appropriate infrastructure procurement strategies. Identify and implement measures across the SCM value chain to ensure that all SCM for the Department's construction

unit consisting of more than 3000 employees is sufficiently effective and efficient for the construction unit. Provides expert procurement advice, guidance and recommendations to meet the procurement needs of the Department. Works closely with all the line managers to ensure Departmental procurement needs are met. Lead and manage the sourcing process in the Department. Manages all sourcing activities in the Department by analysing requirements, developing selection tools and methods that maximize chances to find best source of procurement and directs the work of evaluation committee. Provides contracting expert advice and recommendations on contract drafting and contract lifecycle management. Monitor and review progress of contractual agreements, coordinates contract extension or renewal, and as appropriate, reviews invoices, and resolves any problems that arise. Provides advice to the department on the proper use of the various systems used for procurement activities. Provides guidance and recommendations on the design of training sessions on the various systems to educate the Department on the proper use of those systems.

ENQUIRIES : Mr F Moatshe Tel No: (012) 336 7647
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 38/131 : **CHIEF ENGINEER GRADE A REF NO: 311025/02**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R1 266 450 - R1 446 921 per annum, (all-inclusive OSD salary package). Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

CENTRE : Bloemfontein
REQUIREMENTS : An Engineering Degree (B Eng / BSc (Eng)) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in programme and project management. Engineering design and analysis knowledge. Understanding of research and development. Excellent computer-aided engineering applications. Technical consulting. Engineering, professional judgment and responsiveness. Good communication skills both (verbal and written). Planning, organizing, negotiation, people, conflict, and changing management skills. Team leader and decision maker. Financial management skills.

DUTIES : Manage the area office in the Central Operations directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long-term plans to ensure the continuation of service delivery. Short-term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situation that may jeopardize lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Prepare and manage the Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon., financial management administration, people management and technical staff development. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

ENQUIRIES : Mr. N Buthelezi Tel No: (012) 741 7302
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : Shortlisted candidates will be subjected to do practical test.

<u>POST 38/132</u>	:	<u>ENGINEER PRODUCTION GRADE A-C REF NO: 311025/03 (X2 POSTS)</u> Branch: Infrastructure Management Dir: Civil Engineering Sub-Directorate: Open Channel Systems
<u>SALARY</u>	:	R879 342 – R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A Civil Engineering Degree (B.Eng / BSc.Eng). Three (3) years post-qualification engineering experience relevant to Water Engineering. Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr.Eng) is a requirement. The disclosure of a valid, unexpired driver's license is also required, as site visits and travel form part of the job description. Competency and experience in the implementation of civil engineering projects, as well as the design of hydraulic structures and water conveyance systems, is essential. A strong background in Water Engineering is essential, while experience in Geotechnical Engineering, Structural Engineering, and Project Management will be considered advantageous. Proficiency in the following computer-aided design software packages will also be an added advantage: Hec-RAS, AutoCAD, AutoCAD Civil 3D, ArcGIS, Prokon, and Slide. Additional competencies and knowledge include engineering design and analysis, legal compliance, computer-aided engineering applications, project management, strategic capability and leadership, financial management skills, and excellent communication skills (verbal and written).
<u>DUTIES</u>	:	Plan and design civil engineering projects. Develop tender specifications. Perform reviews, approvals, and audits of engineering designs in line with established design principles, theories, and standards. Supervise engineering work and processes. Optimise design and cost-effectiveness of open channel projects, including risk management. Evaluate, edit, and authorise all designs, reports, engineering drawings, and specifications. Manage resources by preparing and consolidating inputs for effective utilisation. design of service roads, sub-soil drains, hydraulic structures, pump houses, chutes, retaining walls, embankments, bridges, super-passages, berms, and boundary fences etc Manage consulting engineers and/or contractors, including contract administration and resolution of claims. Mentor and train Candidate Engineers and Technicians. Manage administrative, financial, and personnel-related functions.
<u>ENQUIRIES</u>	:	Mr. HH Luttig Tel No: (012) 336 8095
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 38/133</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: 311025/04</u> Branch: Regulation Compliance and Enforcement Dir: Compliance Monitoring Sd: Stream Flow Reduction Activities
<u>SALARY</u>	:	R343 842 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Sciences. Experience in compliance monitoring activities for SFRA related activities 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 and environmental legislation (National Water Act 1998, National Environmental Management Biodiversity Act, 2004, and related legislation. Knowledge of compliance monitoring 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.
<u>DUTIES</u>	:	Provide technical guidance in the development and implementation of regulatory policies and strategies, procedures and guidelines for compliance monitoring for Stream Flow Reduction Activities (SFRA). Promote and continuously improve effective compliance monitoring of water users within SFRA fraternity. Conduct compliance monitoring for SFRA related water uses

		against conditions and obligation attached to water use authorisations. Conduct oversight assessment for compliance monitoring of SFRA related activities, coordinate and provide capacity building internally and externally, Liaise with Enforcement unit to ensure that non-compliances are dealt with successfully. Promote and establish partnerships for effective compliance monitoring with other Regulatory Authorities and the regulated community. Assist in the development and continuously improvement of Standard Operating Procedures, Guidelines and Business Processes for SFRA.
<u>ENQUIRIES</u>	:	Mr Siboniso Mkhaphi Tel No: (012) 336 8048
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 38/134</u>	:	<u>PERSONAL ASSISTANT (X2 POSTS)</u> Branch: Infrastructure Management: Head Office, Cd: Water Resource Infrastructure Operations and Maintenance Branch: Finance (Wte) Cd: Dir: Revenue Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria Head Office: Infrastructure Management: Head Office Ref No: 311025/05 Finance WTE Ref No: 311025/06
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.
<u>ENQUIRIES</u>	:	Ms N Ndumo Tel No: (012) 741 7302 (Infrastructure Management: Head Office)
		Ms S Ndhlovu Tel No: (012) 336 7981 (Finance WTE)
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Applications, Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen. Email: cpswarts17@gmail.com
- CLOSING DATE** : 31 October 2025
- NOTE** : Nominations for candidates / Applications must be accompanied by a comprehensive curriculum vitae, accurately detailing the qualifications, copies of academic qualifications, professional membership (if applicable), relevant experience and the identity document. Applicants must clearly indicate the reference number of the Advisory Board that is being applied for on the covering letter of the application. 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 qualifications and other related document(s) should be in line with the requirements of the advertisement. Qualification certificates must not be copies of certified copies. 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 emailed or hand delivered 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). Dual citizenship holder must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please consider your application as unsuccessful. The Department reserves the right not to make any appointment(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Glen College of Agriculture under the Free State Department of Agriculture and Rural Development is an institution of Higher Learning that facilitates and provides structured agricultural education and training in line with Agricultural Education and Training (AET) strategy. The Glen College executes its mandate within the prescripts of the Higher Education Act 101 of 1997, which requires that the institution should appoint members to serve on the Glen College Board.

OTHER POST

- POST 38/135** : **GLEN COLLEGE ADVISORY BOARD: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: FSGCB 03/10/2025**
(Three years from 01 November 2025 until 31 October 2028)
The Glen College of Agriculture hereby invites nominations/applications for six (6) external advisory board members who will be serving on the Glen College Advisory Board on a part-time basis.
- SALARY** : Glen College Board sitting (inclusive of preparation) in accordance with Treasury Regulations Section 20.2.3. Subsistence and travelling allowances when attending College Board activities and meetings will be paid by the Department in accordance with the applicable guidelines.
- CENTRE** : Glen College of Agriculture
- REQUIREMENTS** : The nominee / applicant must have suitable experience or expertise. Diversity and demographics of South Africa shall be taken into consideration during the selection process. Moreover, the below criteria will be considered in order to cater for the three Advisory Board Committees i.e. Human Resources and

Ethics Committee, Finance and Audit Committee and a Senate Committee: Candidates must have at least holds a PhD Degree in Agriculture or in Education with a minimum of ten (10) years' working experience with academic programmes, curriculum development or quality assurance in Institutions of Higher Learning and currently working with Academic programmes, curriculum development or quality assurance in an Institution of Higher Learning. Individuals that holds at least a Degree in Accounting, Finance, Economics or Auditing. Individuals that have extensive farming experience (more than ten (10) years or an active role player in the agricultural sector, local municipality or Glen College alumni.

DUTIES

: The College Board will direct, guide and advise on the following: The implementation and revision of the Glen College of Agriculture strategy to ensure execution of strategic goals as approved by the MEC through Head of Department of Agriculture and Rural Development; Matters concerning the College but fall within the powers of the Executive Authority; Agricultural training and fundraising strategy of the College to the Department; Creation of conducive learning and teaching environment for the academic project of the College; Ensuring that the College operates within a national mandate and also reflect regional diversity by responding to unique agricultural production imperatives; Ensures that the College establishes Committees; Ensures involvement of students in the governance and operations of the College; Monitor and evaluate use of funds and resources to ensure prudent utilization in accordance with PFMA; Ensure development of strategic, operations, and risk management plans; Ensure monitoring and evaluation of strategic, operations, and risk management plans; Ensures the development and offering of academic programmes in line with standards set by different academic bodies; Ensures that the College keeps a database of all registered learners/beneficiaries; Ensures that the College register all qualified diplomats and graduates to the National Learners Register of SAQA; Ensure that the College keeps a traceability record of all learners registered or previously registered with the College; Advise the Department on appointment of Principal; Recommend approval of policies and strategic plan of the College to the Department; Report quarterly to the Chief Director and HOD; Advise on the development of business models for the College to be financially viable and self-sustainable; Advise on the development of a marketing strategy; Promotion of good governance and accountability; and Promotion of intergovernmental relationships.

ENQUIRIES **NOTE**

: Mr C Swarts at 083 406 9787
: Members of the board will be appointed either (1) in their personal capacities (2) to represent their relevant organizations and must broadly represent South African Society. Confirmation of the availability of the nominee is also required. Preference will be given to candidates whose appointments will enhance representativity.

DEPARTMENT OF HEALTH

CLOSING DATE **NOTE**

: 31 October 2025
: Directions to applicants: Applications must only be done via the online recruitment platform for the Department at: <https://ihealth.fshealth.gov.za/e-Recruitment/> 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 application must indicate the correct Job title, the office where the position is advertised and the Reference number as stated in the advert. Failure by the applicant to fully complete the application form will lead to disqualification of the application during the selection process. Applications filed by hand on the Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin when shortlisted. All non-SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of

this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or post. Failure to upload and 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 appointments. Applicants are informed that costs associated with the recruitment processes i.e. travelling and accommodation will be at the expense of the applicants not the Department.

OTHER POSTS

<u>POST 38/136</u>	:	<u>MEDICAL OFFICER GRADE 1 – 3</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 - R1 078 116 per annum Grade 2: R1 142 553 - R1 247 202 per annum Grade 3: R1 322 352 - R1 647 630 per annum (all-inclusive salary package excluding Commuted Overtime and Rural Allowance and consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional). (Applicants might be required to enter into a commuted overtime contract).
<u>CENTRE</u>	:	Dihlabeng Regional Hospital Ref No: H/M/1/2025 (X1 Post) Bongani Regional Hospital Ref No: H/M/2/2025 (X1 Post) Boitumelo Regional Hospital Ref No: H/M/3/025 (X1 Post) Mangaung Metro Office Ref No: H/M/4/2025 (X1 Post) Senorita Ntlabathi District Hospital Ref No: H/M/5/2025 (X1 Post) Dr JS Moroka District Hospital Ref No: H/M/6/2025 (X1 Post) National District Hospital Ref No: H/M/7/2025 (X1 Post) Nketoana/Phumelela Local Area Ref No: H/M/8/2025 (X1 Post) Phuthuloha District Hospital Ref No: H/M/9/2025 (X1 Post) Albert Nzula District Hospital Ref No: H/M/10/2025 (X2 Posts) Thusanong District Office Ref No: H/M/11/2025 (X1 Post) Mohau District Hospital Ref No: H/M/12/2025 (X1 Post) Katlheho District Hospital Ref No: H/M/13/2025 (X1 Post) Tokollo District Hospital Ref No: H/M/14/2025 (X1 Post) Fezi Ngubentombi District Hospital Ref No: H/M/15/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate, Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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 requirements of the job: Commuted overtime is compulsory. Matric. Appropriate qualification that allows for registration with the HPCSA as Medical Practitioner (Independent Practice). Registration with HPCSA as Medical Practitioner. Current annual registration with HPCSA (2025/2026). Experience: Grade 1: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. For foreign qualified Medical Practitioners, requirement is a one-year relevant experience after registration as Medical Practitioner with a

		recognized foreign health professional Council where Community Service is not a requirement, as required in South Africa. Candidates must meet the prescribed requirements of the post/s. Knowledge and Skills: ACLS ATLS, APLS.
<u>DUTIES</u>	:	Candidate will have to perform commuted overtime duties (Compulsory & non-negotiable) in line with the relevant policy. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Reduce medical litigation by exercising good clinical ethos. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department/Head of Clinical unit/ Medical Specialist: Neurosurgery Department. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. D Ndaba Tel No: (051) 408 1864
	:	to be directed to: https://ihealth.fshealth.gov.za/e-Recruitment/
<u>POST 38/137</u>	:	<u>CHIEF SKILLS DEVELOPMENT OFFICER</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Senior Certificate, plus Bachelor Degree or Advanced Diploma NQF 7 as recognized by SAQA. 3 years' experience in the Skills Development Environment at supervisory level. Driver's License, Advanced Computer Skills. Occupationally Directed Education, Training and Development Practitioner Certificate will be added as advantage. Knowledge And Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labor Relations Act, Constitution, National Qualifications Framework Act, Relevant SETAs & PSETA, Public Service HR Development Strategic Framework, Skills Audit Methodology, Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), good interpersonal relations.
<u>DUTIES</u>	:	Develop, review, monitor policies and programs and provide inputs to HRD Strategies. Co-ordinate and Implement Learning and Development Programs within the department. Co-ordinate the planning and implementation of a skills audit. Manage resources to ensure that the objectives of the component are achieved.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. M Voster Tel No: (051) 408 1733
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 38/138</u>	:	<u>SKILLS DEVELOPMENT OFFICER</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Senior Certificate, plus Bachelor Degree NQF L7 as recognized by SAQA. 2 years' experience in the Skills Development Environment, Driver's License and Driving Skills, Computer Skills. Knowledge And Skills: Knowledge: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution, Skills Audit Methodology Skills: Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), good interpersonal relations. Recommendation: Occupationally Directed Education, Training and Development Practitioner Certificate
<u>DUTIES</u>	:	Assist with the compilation of the Workplace Skills Plan, Annual Training Plan, Annual Training Report and Skills Audit. Assist in the implementation of the WSP, Planned Training Interventions and Compulsory Training Programs. Coordinate developmental programs. Monitor effectiveness of training interventions implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. M Voster Tel No: (051) 408 1733
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER**

MANAGEMENT ECHELON

<u>POST 38/139</u>	:	<u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF ROADS AND TRANSPORT REF NO: REFS/GDRT/2025/03</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
<u>SALARY</u>	:	R2 352 642 – R2 650 233 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Transport Planning, Urban and Regional Planning, Civil Engineering, Public Administration, Public Management, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, exceptional reporting skills and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Provide strategic leadership in the delivery of integrated, sustainable, and efficient transport and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and GGT 2030. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including with municipalities, SOEs, and the private sector. Drive innovation in transport infrastructure.
<u>ENQUIRIES</u>	:	Ms Pange Radebe at (066) 315 6970
<u>APPLICATIONS</u>	:	should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
<u>NOTE</u>	:	Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: 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 . The successful candidate will be required to provide proof of completion of the NSG

Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/140</u>	:	<u>HEAD OF DEPARTMENT (HOD): DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: REFS/GDARD/2025/04</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance) This is a re-advertisement; applicants who applied previously are encouraged to apply.
<u>SALARY</u>	:	R2 352 642 – R2 650 233 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Agriculture, Public Administration, Public Management, Business Administration or any relevant field, and a minimum of ten (10) year's relevant experience at senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a large complex entity budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
<u>DUTIES</u>	:	Providing strategic leadership and driving the strategic planning and implementation processes of the Department; Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management framework of the Public Service, Managing the performance and service delivery of the Department, Implementing appropriate policies, strategies, structures, systems and processes to deliver on mandates, Making contribution to the broader strategic environment of Gauteng, Ensuring that the highest standard of corporate governance and ethics are upheld. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng.

ENQUIRIES
APPLICATIONS

: Ms Pange Radebe at 066 315 6970
: should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

NOTE

: Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. NB. Requirement for all senior management positions: 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-rogramme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 31 October 2025

**PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications forwarded to or Hand Delivery, 34 Wilson Street, Dundee, 3000. Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000. Application may also be emailed to: Bongumusa.masondo@kznhealth.gov.za or Mbalenhle.Ngwenya@kznhealth.gov.za
- FOR ATTENTION** : Ms. M Ngwenya
- CLOSING DATE** : 31 October 2025 at 16h00
- NOTE** : NB: Please note that due to financial constraints, there will be no payment of S & T and resettlement claims

OTHER POST

- POST 38/141** : **MEDICAL OFFICER –NHI REQUIRED FOR PHC REF NO: NHI/02/2025 (X3 POSTS)**
Duration: Until 31 March 2026
- SALARY** : R639.00 rate per hour inclusive of rural allowance. Maximum 3hoursTime spent at the clinic Kilometers travelled Exclusion: Doctors working for the Department of Health will not be considered for NHI posts. NB: Travel claim capped at no more than 200km's return per day and 2.0cc engine capacity.
- CENTRE REQUIREMENTS** : Umzinyathi Health District Office
Matric/ Senior Certificate (Grade 12) MBCHB Medical Degree plus. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA. Valid driver's license Knowledge, Skills And Competencies Required: Sound knowledge, experience and clinic skills in General Medicine, but especially in the following fields: Primary Health Care Antenatal care Child Health and IMCI HIV Medicine TB Medicine Non-communicable Diseases Emergency care Good communication and leadership skills Knowledge and understanding of Batho Pele Principles and Patients' Rights Charter Ability to work as part of the PHC Team Sound Medical ethics A diploma in HIV Care or Family Medicine would be an advantage.
- DUTIES** : Work as a consulting doctor in Primary Health Care Clinics in Umzinyathi Health District. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care Examine, investigate, diagnose and oversee the treatment of patients, including: Chronic ailments, TB, patients for ARVs, sick children, antenatal patients and mental health care users etc. Participate in and support CPD (Continuous Professional Development) and training of PHC doctors and nurses. Provide medical support to PHC clinical staff. Ensure that relevant patient's statics are maintained. Maintain accurate health records in accordance with Legal Ethical considerations. Provide preventive health interventions and measures to promote health. Handle disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and DCST Family Physician, where applicable.
- ENQUIRIES** : Ms.DLS Zulu Tel No: (034) 299 9100

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za)
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 31 October 2025
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies.The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be

subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

OTHER POSTS

POST 38/142 : **ASSISTANT DIRECTOR: INFRASTRUCTURE AND SPATIAL PLANNING**
REF NO: KZNPT 25/31
 Re-advertise

SALARY : R468 459 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF Level 7 qualification with Geographic Information Systems (GIS) as a major. A minimum of 3-years in a GIS environment within infrastructure planning and delivery. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Public Finance Management Act – Best Practices. Provincial policy priorities. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision.

DUTIES : Support, Monitor and Oversee Infrastructure Delivery Management Improvement. Support, monitor and oversee Infrastructure Portfolio Planning. Conduct Infrastructure Spatial Planning. Support, monitor and oversee Infrastructure Project/Programme Review. Oversee and Monitor Operations, Maintenance and Services.

ENQUIRIES : Ms. F Mkhize Tel No: (033) 897 4441

POST 38/143 : **ASSISTANT DIRECTOR: FINANCIAL AUDITS REF NO: KZNPT 25/4**

SALARY : R468 459 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF level 7 qualification or higher in Auditing and Accounting/Accounting/ Accounting Sciences in Financial Accounting/ Accounting Sciences in Internal Auditing/Financial Accounting/Internal Auditing. A Minimum of 3 years' experience in conducting or providing technical support in internal/ external auditing. Membership of Institute of Internal Auditors South Africa (II A SA). A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution. PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles. Modified Cash Standards. MTEF budget compilation and analysis. Internal Auditing techniques. Enterprise Risk Management. Team Mate Audit system. Verbal and written communication abilities Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and

presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities. Maintain high standard of honesty, objectivity, diligence and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), PowerPoint (MS Office), internet and intranet.

DUTIES

: Contribute to the development and revision of policies, methodologies, and procedure manuals for Internal Audit services for the province. Contribute to the development and revision of the strategic and annual plans for Internal Audit services for the Provincial Departments based on the results for the Provincial or Departmental risk assessments. Supervise and implement the internal audit project, policies, methodologies and procedure manual. Provide value adding recommendations for improving the institutions governance, risks and controls and monitor the implementation thereof. Maintain relationships with client management, and any other internal and external stakeholders. Manage the resources of the unit.

ENQUIRIES

: Ms. N Ngcobo Tel No: (033) 897 4650

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE**

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and only shortlisted candidates will submit SAQA verification. Applicants will be assisted to apply through the E-recruitment system Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers Enquiries: Mr Musia N, Ms Langa LZ, Ms Mothupi PP, and Ms Makaulule MM @015 284 4143/ 4109/4032 / 4144.
<u>CLOSING DATE</u>	:	31 October 2025
<u>NOTE</u>	:	Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Applicants should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za , click on browse jobs and select Department of Sport, Arts and Culture. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments 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. Practical Exercise (a) All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. (b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. https://www.dpsa.gov.za/dpsa2g/documents/ep/2024 The closing date for submission of applications is the 31 October 2025. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za , and www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 38/144</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DSAC 2025/01</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Law as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior Management level in Legal services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (except for persons with disabilities).Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation,

Research, Policy formulation and Analytic thinking. sound understanding of the functioning of Public Service system and good background in service delivery, turn around and change management strategy. Knowledge And Skills: and understanding of the legislative framework governing the public services, Knowledge of the South African Constitutional Law and comparative legal systems, administrative law, interpretation of statutes, public sector legislation and regulations (including the PFMA, Treasury Regulations, Public Service Act and Regulations, Municipal Systems/ Structures Act), commercial law, law of contract, legislative drafting, good Communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills, networking, interpersonal skills, leadership skills, analytical skills, change and knowledge management, planning and organising skills, people Management, financial Management, problem Solving, Legal interpretation, time Management, team player, strategic planning, policy analysis and development.

DUTIES

: Provide leadership and strategic direction in the directorate: Align the information management and information technology strategy with the strategic direction, management plans and business processes of the department, monitor and ensure the implementation of the strategic plans, align individual performance to the strategic business objectives of the sub-directorate. implement and report on strategic frameworks in functional responsibility, monitor the attainability & sustainability of performance standards as per departmental objectives and oversee the development of Operational Plans to give strategic direction to the sub-directorate by managing & coordinating the activities. Provide legal advice and assistance in the department: Ensure a well-coordinated labour litigation service, arbitration and labour court matters, conduct research on legal matters, consult with Executive Authorities to obtain relevant information for the purpose of legal assistance, interpret laws and policies on behalf of the Department, draft, edit ,amend legal documents and assist with the preparation of other documents with legal bearing e.g. tender documents, provide legal inputs concerning policy formulation and implementation and serve on task team s/working groups from a legal point of view. Draft and review legislation to ensure alignment with departmental and governmental outcomes and priorities. Drafting or editing international agreements and other legal contracts and documents: Manage legal instruction, ensure drafting and editing of labour contracts for the provincial administration, ensure consultation within the department and submission of well researched legal documents and ensure that the Department's interest is considered and protected when entering into contracts with national or international third parties and in policies and legislation. Manage resources (physical, human and finance): Ensure proper implementation of budget, ensure that preparations of budget are in line with strategic plans, & department objectives, monitor and report on the utilization of equipment, evaluate and monitor performance of employees, ensure capacity and development of staff, manage discipline in the workplace and enhance and maintain employee motivation and cultivate a culture of performance management

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

OTHER POSTS

POST 38/145

: **DEPUTY DIRECTOR: CULTURE AND CREATIVE INDUSTRIES REF NO: DSAC 2025/02**

SALARY **CENTRE** **REQUIREMENTS**

: R1 059 105 per annum (Level 12)
: Head Office (Polokwane)
: An undergraduate qualification (NQF Level 6) in Arts and Cultural Studies or as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Culture and Creative Industries environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and in-depth knowledge of All Arts and Cultural legislative frameworks. In-depth knowledge of the legislative and regulatory frameworks governing the Public Service. Human Resource Management principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous

	Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment. Advanced human resource management.
<u>DUTIES</u>	: Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.
<u>ENQUIRIES</u>	: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/146</u>	: <u>DEPUTY DIRECTOR: MUSEUM AND HERITAGE REF NO: DSAC 2025/03</u>
<u>SALARY</u>	: R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	: Head Office (Polokwane)
<u>REQUIREMENTS</u>	: An undergraduate Qualification (NQF level 06) in Heritage Management / Museum studies, Arts/Cultural Studies as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Museum and Heritage environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Sound and in-depth knowledge of All relevant n-depth knowledge of museum, heritage, and cultural legislative frameworks and all relevant legislative frameworks that govern the Public Service. Strong grounding in Human Resource Management, Financial Management, and governance principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment.
<u>DUTIES</u>	: Manage transformation and revitalisation of museums and heritage services: Develop, implement and monitor provincial museum, heritage, and cultural strategies. Coordinate the revitalisation of museums and heritage activities, lead the promotion of museum and heritage services to previously marginalised communities, promotion of material culture from previously

marginalised communities. Align Museum and heritage programs to address social concerns such as poverty alleviation, education, and awareness campaigns (e.g., HIV/AIDS). Bridge the information gap between government programs and communities. Ensure enhancement of collection and conservation: Capacity building to empower communities around local museums, coordinate and oversee that heritage objects of cultural significance are identified, graded, acquired, documented, and preserved, ensure rare and culturally significant objects are secured and maintained to professional standards. Manage provincial heritage sites that are associated with each museum and contribute towards the development of a working tool to guide museum functions. Manage promotion of education, research and tourism: Building of partnerships with academic institutions to enhance research initiatives, Collaborate with heritage-tourism clubs, government, and non-governmental organizations to promote heritage tourism and cultural experiences., Lead school outreach programs and community engagement initiatives to complement the curriculum in Limpopo Province, coordinate the celebration of important national and international days in the Museums and Heritage calendar and promotion of museums. Ensure contribution towards global initiative programmes: Build networks with heritage and museum institutions nationally and globally to facilitate intercultural exchange., Coordinate the E-Heritage documentary program and other digital initiatives, explore investment and development opportunities for heritage development in the province. identification, acquisition, and provide curatorship to museum or heritage objects of Limpopo origin that are either overseas and in other province and participate in the intercultural exchange programs with well-established heritage institutions in the world. Identify, acquire, and curate heritage objects of provincial origin. Supervise employees to ensure an effective museum and heritage service. This would, inter alia, entail the following: Coordinate and monitor the implementation of Museums operational plans to ensure alignment with provincial Outcomes and outputs, allocate duties and do quality control of 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 professional standards efficiently and effectively and develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/147</u>	:	<u>DEPUTY DIRECTOR: RECREATION AND PROMOTION REF NO: DSAC 2025/04</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 06) in Sport Management, Sport Sciences/ Management / Sport Administration qualification as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Sport and Recreation environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of sport and recreation in the South African context, Legislative Frameworks, strategic Frameworks , principles and procedures for management including best practices in this arena, in-depth appreciation of business ethics and the capability to maintain a high level of confidentiality and sensitivity regarding work issues, able to withstand the political pressures related to this job, good understanding of the hub system blueprint, ability to work under pressure and over weekend. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team

environment. Skill in planning and project management, workshops and presentation skills and in maintaining composure under pressure while meeting multiple deadlines. Good computer skills with word processing, spreadsheet, and other business software to prepare reports, memos, summaries, and analyses, verbal and written communications skills, active listening skills and skills in presenting reports and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Must be able to handle confrontational situations with diplomacy.

DUTIES

: Facilitate Implementation of Recreation Programs: Development recreation policy and plan and monitor Implementation of Recreation Plan. Coordinate, plan, and manage community-based recreation activities to increase participation and engagement. Promote Community Mass Participation: Encourage broad public involvement in recreational activities, targeting women, youth, persons with disabilities, the elderly, and rural communities. Facilitate Community Indigenous Sport: Support the preservation, promotion, and practice of indigenous sports within communities. Promote Access to Recreational Facilities. Develop and implement programs that encourage active living, wellness, and holistic community health. Operational Leadership and Community Hub Development: developing and implementing frameworks to involve targeted groups in sport and recreation activities. Establish, oversee, and manage community hubs, build and maintain partnerships with local organisations and recreation-related community structures to support hub development and foster community engagement., develop and implement interventions to enhance community hubs, including capacity-building programs for stakeholders to promote certified sport development initiatives. Provide Operational and tactical guidance for the operational activities within the sub directorate, ensuring operational and financial objectives are constituent with departmental objectives, allocate financial, human resources and related efforts. Manage the performance and impact of the Sub directorate: Planning and organizing the activities of the Sub-Directorate to ensure optimum service delivery, monitor own unit's expenditure, allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of subordinates to be able to deliver work of the required standard efficiently and effectively active recreation events organised and implemented. Data base active recreation stakeholders' development and implement integrated programme of recreational events, strengthen partnerships with recreational agencies and Non-Governmental Organisations (NGOs) to deliver effective programmes to communities. Utilise parks and open spaces for recreation activities. Recreation facilities audit, communicate norms and standards for recreation facilities-monitor MIG recreation. Audit on Sport and Recreation clubs and membership, ensure recreation clubs affiliate to the relevant organisation, provide volunteer programme-database. Deliver programme and promote peace in sport transformation programmes to promote inclusivity: women, persons with a disability, youth, aged and rural communities. Encourage the corporate sector to offer active participation in sport and recreation. Link with private sector sport and recreation initiatives. Facilitate the establishment of community sport and recreation hubs and clubs. Design and implement programmes to promote active and healthy lifestyles amongst all age groups and abilities. Procure and develop a Geographical Information System (GIS) for hubs, clubs established and schools, Implement outreach programmes for vulnerable and previous marginalised groups through hubs. Convert hubs into self-sustainable entities like Community Based Organisations (CBOs), Non-Profit Organisations (NPOs) or NGOs. Assist to ensure that where clubs are non-existent, hubs will work jointly with NFs to support the creation of clubs. Ensure that Sports Councils act as interface to support the linking of hubs/clubs with federations, municipalities, civil society structures and NGOs to ensure integration of sports programmes and to avoid duplication of resources.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

<u>POST 38/148</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING AND MANAGEMENT REF NO: DSAC 2025/05</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be Structured according to the individual's needs.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 06) in Built Environment studies as recognised by SAQA. A minimum of three to three (3) – five (5) years of experience in infrastructure project management, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Built environment, government Infrastructure Planning and Delivery, Infrastructure Delivery Legislative Framework, construction contracts, Infrastructure Delivery Management System (IDMS) Programme Planning. Knowledge of public services policies and procedures. Microsoft office applications, financial management and project management. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management and spreadsheet skills, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment
<u>DUTIES</u>	:	Facilitate the development of infrastructure plans: Develop, review and update infrastructure delivery frameworks and plans. Develop and implement infrastructure SOPs. Liaise with Programme leaders and understand the infrastructure needs, liaise across the different spheres of Government to understand the infrastructure development plans, participate in and contribute to the development and review of the Limpopo Integrated Infrastructure Plan (LIIMP), develop the infrastructure plan (UAMP) to achieve the overall strategic objectives and to align and leverage off other infrastructure investments and developments, conduct pre-feasibilities assessments to determine the priority of projects and to develop the project conceptual frameworks, develop the high level project timeframe for implementation, test the draft project plan with stakeholders and amend to include their feedback and priorities development of the APP and operational plan, develop the Infrastructure Programme Management Plan (IPMP) and manage service providers to provide information to support the planning process. Monitor and report on the implementation of infrastructure plans. Liaison with the implementing Agents. Manage the performance and impact of the Sub directorate. Planning and organising the activities of the Sub-Directorate to ensure optimum service delivery, monitor own unit's expenditure, allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of subordinates to be able to deliver work of the required standard efficiently and effectively. Ensure infrastructure budget development and management: Consider the pre-feasibility assessments and the project plan and develop a draft infrastructure budget, identify budget and funding sources, prepare presentations and proposals to secure budget allocation and grant funding, develop the budget and test this with the relevant stakeholders, submit the budget for approval, develop and implement a budget tracking tool and track expenditure against planned budget and identify budget and expenditure anomalies and liaise with relevant parties to implement corrective action. Manage the procurement of infrastructure: Develop the departmental Construction Procurement Strategy, develop the infrastructure procurement plan, draft the relevant terms of reference and bill of quantities, provide technical input into the procurement review process, review and comment on proposals that are received, manage that the procurement process happens in line with this agreed timeframes and review the appointment of service providers in line with the agreed terms of reference and conditions of contract.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

<u>POST 38/149</u>	:	<u>DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2025/06</u> Sport (for a period of one (1) year contract)
<u>SALARY</u>	:	R1 059 105 per annum (Level 12)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate Qualification (NQF level 06) in Sport Science as recognized by SAQA. A minimum of three to three (3) – five (5) years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of the South African Sports Academies Strategic framework and policy guidelines, deep knowledge and understanding of the national sport and recreation plan, Skills: people Skills, teamwork, project Management, planning and organising, financial Management, communication skills, report writing skills, facilitation, budgeting and research.
<u>DUTIES</u>	:	Manage the activities of the provincial sport academy: monitor activities of all District Academies of Sport (DAS), manage, monitor and evaluate the database of all PAS and DAS athletes and coaches, evaluate and propose intervention strategies for betterment of Academies systems and programmes, implement, monitor and evaluate Academy systems and policies in line with the directives of Provincial Sports Confederation and SASCOC. Provide regular reports to SASCOC through the Provincial Sports Confederations. Provide sport science and medicine support: Manage sport specific testing through scientific protocols, facilitate physiotherapy services for athletes, facilitate the provision of medical services to athletes and facilitate the provision of rehabilitation programmes. Manage coaching services, ensure training of elite coaches, provide qualified elite coaches to nominated talented athletes, ensure deployment of head coaches during training camps and championships, conduct research on the latest trends relative to coaching, provide advice on matters related to coaching. Facilitate and coordinate scientific and medical support services for athletes and officials. Oversee sports technology support, aligned with national coaches and the High-Performance Department of SASCOC. Manage performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programs. Ensure the nurturing and accelerated development of talented athletes through structured development pathways. Facilitate the provision of career counselling, life skills, and guidance programs, tailored to the needs of athletes and officials. Manage the accommodation of provincial athletes and officials in the PAS in accordance with the selection policy and availability of funding. Ensure PAS priority codes align with national priority codes, and accommodate other sports based on provincial demographics and funding availability. Coordinate exchange programs: Manage talent identification, ensure deployment of scouts, facilitate access to conducive sport facilities, monitor usage of the correct criteria for selection of talented athletes, develop and maintain a data base of elite athlete. Develop and implements the PAS Annual and Operational Planning and compile, submit and monitor the PAS budget and performance, and manage the physical assets of PAS. Allocate work and give clear instructions and communicate expectation, perform quality control on the work delivered, manage performance, conduct and discipline of subordinates and ensure training and development of employees to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/150</u>	:	<u>LIBRARIAN (X4 POSTS)</u> Re-advertisement, applicants who applied before are encouraged to apply again.
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Ntsako Matsakali and Thulamela (Vhembe District), Bela-Bela town and Roedtan Library (Waterberg District): Ntsako Matsakali Library Ref No: DSAC 2025/07 Thulamela Library Ref No: DSAC 2025/08 Bela-Bela Town Library Ref No: DSAC 2025/09 Roedtan Library Ref No: DSAC 2025/10

<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/151</u>	:	<u>LIBRARIAN CPU REF NO: DSAC 2025/11</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23). Check the existence of a library material on the SLIMS database, analyse and determine the type, audience, language and subject content and use Sears List of Subject Headings to determine the subject headings. Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on Resource Monitoring for Remote Application (REMORA), verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search the library material by International Standard Book Number (ISBN), author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards and confirm the information on the cards.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/152</u>	:	<u>CULTURAL OFFICER REF NO: DSAC 2025/12</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification level 06 in Arts and Cultural Studies as recognized by SAQA. A minimum of 2 years' experience in Arts and Culture. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills.
<u>DUTIES</u>	:	Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft: Facilitate transformation of performing and visual arts to impact on socio-economic development, promote and develop community/public based arts, culture and heritage programmes, establish and maintain partnerships with relevant

stakeholders, manage the implementation of youth development programmes and projects, promote socio-cultural development of vulnerable groups, identify and support the development of high impact job creation areas and skills development in arts, culture and heritage sector, promote the culture of reading and writing, SA craft, music sector and technical service industries and multimedia (audio-visual, design, visual arts) sector. Create awareness programmes for craft, performing and visual arts: Design and conduct awareness campaigns to promote arts and culture programmes, liaise with all relevant stakeholders, promote usage of Art Centres and integrated crafts hubs, promote and develop community/public based arts and culture programmes. Conduct needs analysis and provides professional advice on performing, visual arts and crafts: Conduct research on arts and culture programmes, coordinate the establishment and provide support to arts and culture structures, implement policies and strategies for art, culture and heritage sector, provide advice to all relevant stakeholders on arts and culture matters. Render administrative functions in relation to programmes that are implemented: Monitor and evaluate funded projects and programmes, develop and maintain database of arts, culture and heritage institutions, provide administrative and technical support regarding arts and culture programmes and monitoring the implementation.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 38/153 : **PERSONAL ASSISTANT REF NO: DSAC 2025/13**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification level 06 in Office Management / Management Assistant as recognized by SAQA. A minimum of 2 years' experience as a Personal Assistant. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Word processing, managing files and records, obtaining and disseminating Information, managing requests or enquiries and providing customer and personal services. Good Telephone etiquette, computer literacy, sound organising skills, good people skills, basic Interpersonal relationship, communication skills, organising skill and client Liaison / Customer care.

DUTIES : Provide secretarial/ receptionist support service to the chief director: Handling phone calls, in addition to the call for the Chief Financial Officer, Discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should finalize some enquiries, performs advanced typing work, operates and ensures that office equipment, e.g. Fax machines and photocopies are in good working order, records the engagements of the Chief Financial Officer, utilizes discretion to decide whether to accept/ decline or refer other employees request for meetings, based on the assessed importance and urgency of the matter, co-ordinates with and sensitises/ Advises the Chief Director regarding engagements and compiles realistic schedules of appointment. Render administrative support services: Process all invoices that emanates from the activities of the Chief Financial Officer's work, records minutes of the meetings of the Chief Financial Officer where required, drafts routine correspondences and reports, filing of documents for the Chief Financial Officer, administers matters such as leave registers and telephone accounts, receive records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationery, refreshments, etc, collect all relevant documents to assist the Chief Financial Officer to prepare for meetings. Remains up to date with prescripts/ policies and procedures applicable to his work terrain to ensure efficient and effective support: study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly and remains abreast with the procedures and processes that apply in the office of the Chief Financial Officer.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

POST 38/154 : **ADMINISTRATION OFFICER REF NO: DSAC 2025/14**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	An undergraduate qualification level 06 in Acquisition/ Logistic Management / Public Administration / Management / Supply Chain Management / Purchasing as recognized by SAQA. A minimum of 2 years' experience in Acquisition. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Knowledge of PFMA, treasury regulations, prescripts and PPPFA, demand management skills, successful completion of SCM course, knowledge of bas and LOGIS systems, communication skills (verbal and written), Computer literacy (MS word, excel, power point), Project planning and report writing. Problem solving skills. Good interpersonal relationship. Ability to work under pressure, skills, information management skills, good organisational skills, negotiation skills, people management skills and financial management skills
<u>DUTIES</u>	:	Invitation of price quotations: Facilitate procurement of goods and services, acquire quotations from suppliers on a daily basis, enforce best practice of acquisition of goods and services through adherence to procurement strategies and procedures. Invitation of bid price quotations: Implement policies, guideline, systems and practice in line with national and provincial ensure that goods and services are procured economically and efficiently, assists in the identification and development of internal procurement policies and systems (procurement procedures), and capturing of orders on LOGIS: Orders captured on LOGIS System. Preparations of payment invoices: Register service provider on payment book, submit to finance, give them orders. Handling of queries: Ensure maximum complains are attended to and from internal clients (end –users) and external clients service providers.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/155</u>	:	<u>LIBRARIAN (X6 POSTS)</u> (For a period of one (1) Year Contract)
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), plus 37 % of lieu of benefit
	:	Mulamula, Vleivontein, Tshaulu (Vhembe District), Mampane, Botshabelo and Moopetsetse (Sekhukhune District)
		Mulamula Library Ref No: DSAC 2025/15
		Vleifontein Library Ref No: DSAC 2025/16
		Tshaulu Library Ref No: DSAC 2025/17
		Mampane Library Ref No: DSAC 2025/18
		Botshabelo Library Ref No: DSAC 2025/19
		Moopetsetse Library Ref No: DSAC 2025/20
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 in Library & information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.
<u>DUTIES</u>	:	Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/156</u>	:	<u>RECORDS CLERK REF NO: DSAC 2025/21</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificates from a recognized institution of Basic Education. An undergraduate qualification NQF 6 in Records Management / Archives or Human Resource Management or Public Management / Admin as recognised by SAQA will be an added advantage. Knowledge And Skills: Knowledge of registry duties, practices as well as the ability to capture data, operate computer. Working knowledge and understanding of legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer operating skills. Planning and organization. Good verbal and written communication skills. Computer operating skills.
<u>DUTIES</u>	:	Provide HR registry services: Attend to client, handle telephonic and other enquiries received, receive and register completed files from HR staff. Handle incoming and outgoing records: Process incoming human resource records, retrieve files from storage, issuance of documents and register the return of the record to maintain a clear audit trail, handle transfers of personnel files and provide support to the directorate during audit (maintenance and accessibility of HR records). Render an effective filing and record management service: Maintain electronic and physical personnel records, opening and close files according to record classification system, filing/storage, tracing (electronically/manually) and retrieval of human resource documents and files and complete index cards for all files. Process documents for archiving and/ disposal: Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/157</u>	:	<u>LIBRARY ASSISTANT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Tzaneen (Mopani District), Lephalale (Waterberg District) and Masisi (Vhembe District):
		Tzaneen Library Ref No: DSAC 2025/22
		Tzaneen District Library Ref No: DSAC 2025/23
		Lephalale Library Ref No: DSAC 2025/24
		Masisi Library Ref No: DSAC 2025/25
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/158</u>	:	<u>LIBRARY ASSISTANT (X3 POSTS)</u>
		Re-advertisement, applicants who applied before are encouraged to apply again.
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Rixile, Gravelote and Alldays:
		Rixile Library Ref No: DSAC 2025/26
		Gravelote Library Ref No: DSAC 2025/27

<u>REQUIREMENTS</u>	:	All days Library Ref No: DSAC 2025/28 NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/159</u>		<u>LIBRARY ASSISTANT (X12 POSTS)</u> (One (1) Year Contract)
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04), plus 37% of lieu benefit
	:	Mulamula, Vleivontein, Tshaulu (Vhembe District), Mampane, Botshabelo and Moopetsetse (Sekhukhune District): Mulamula Library Ref No: DSAC 2025/29 (X2 Posts) Vleifontein Library Ref No: DSAC 2025/30 (X2 Posts) Tshaulu Library Ref No: DSAC 2025/31 (X2 Posts) Mampane Library Ref No: DSAC 2025/32 (X2 Posts) Botshabelo Library Ref No: DSAC 2025/33 (X2 Posts) Moopetsetse Library Ref No: DSAC 2025/34 (X2 Posts)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 certificate from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Library and Information Studies/Library and Information Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone, and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/160</u>	:	<u>CLUB COORDINATOR DSAC 2025/35 (X2 POSTS)</u> For a Period of One (1) Year Contract)
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), plus 37% of lieu benefit
	:	Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12 certificate or from a recognized institution of Basic Education. An undergraduate qualification NQF level 6 in Sport Management / Administration/ Science as recognised by SAQA will be an added advantage. 1-2 years of experience in Sport environment and administration. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, Computer literacy, Project planning, Problem solving Communication, Report writing.
<u>DUTIES</u>	:	Provide administrative support to local federations and confederations: Provide support services to federations, clubs and schools, render support to Provincial Sport academy and satellite, implement programmes to increase and improve relation between sport and recreation stakeholders and establish good governance structures of sport and recreation as dictated by relevant legislation. Coordinate and integrate stakeholder activities in communities: Collect, analyse, compile and update data in all sport and recreational activities, provide administrative support regarding sports and recreation facilities and infrastructure, administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Facilitate capacity building development plans: Facilitate capacity building activities, administer coach training in terms of different sporting codes, provide support for education and training events, promote sports and skills management, coordinate club development leagues, perform events management/coordination activities, liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities and implement programmes to increase and improve relations between sports and recreation stakeholders. Administer league related to sports programmes: Provide health and fitness activities in communities, provide support to local and district clubs, encourage all levels of communities to participate in different codes of sport and recreation activities, collate club needs, collect club profiles and coordinate club affiliation and promotion programmes
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/161</u>	:	<u>GENERAL WORKER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Muti Wa Va Tsonga Museum (Mopani District) and Sekhukhune: Muti Wa Va Tsonga Museum (Mopani District) Ref No: DSAC 2025/36 (X2 Posts)
	:	Sekhukhune District Ref No: DSAC 2025/37
<u>REQUIREMENTS</u>	:	QF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of basic Education. knowledge and skills: Good communication skills. Be physically fit and in good health and not allergic to grass and able to work under pressure and different working conditions or environment (outdoor environment). Knowledge of different buildings, maintenance and cleaning styles, (i.e. paving maintenance, bush clearing, creation of firebreaks, soil erosion control, etc.
<u>DUTIES</u>	:	Perform routine activities on the maintenance of the district. Ensure the cleaning and maintenance: cutting, collection and use of all raw materials for the restoration and renovations of the surroundings, etc. Cleaning of structures, care of the allocated working tools and equipment. Landscaping such as controlling water streams in the site to avoid soil erosion. Ensure de-bushing and weed clearing around the premises and the surroundings. Creation and maintenance of fire breaks around the district and surroundings. Render any manual labour necessary for effective care and maintenance.
<u>ENQUIRIES</u>	:	Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186
<u>POST 38/162</u>	:	<u>GENERAL WORKER REF NO: DSAC 2025/38</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Mopani District
<u>REQUIREMENTS</u>	:	NQF level 1 or 2 (Grade 8 or 9) (AET/ABET level 2 certificate) from a recognized institution of Basic Education. Knowledge And Skills: Ability to operate equipments, basic literacy and good communication skills. Knowledge

DUTIES

of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures.

: Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier.

ENQUIRIES

: Mr Musia N, Ms Langa LZ, Ms Mothupi PP and Mr Mnisi NF Tel No: (015) 284 4143 / 4109 / 4032 / 4186

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

<u>APPLICATIONS</u>	:	Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
<u>CLOSING DATE</u>	:	31 October 2025 at 16h00
<u>NOTE</u>	:	It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names and contact numbers of 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). The question related to conditions that prevent re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after 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 interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether 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. Candidates requiring additional information regarding 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. The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding 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. The Department reserves the right not to make appointment.

OTHER POSTS

<u>POST 38/163</u>	:	<u>DEPUTY DIRECTOR: TOURISM REF NO: DEDT 2025/26/08</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), all-inclusive salary package
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized undergraduate NQF level seven (7) tertiary qualification in Tourism Development/Tourism Management/Tourism Marketing. A minimum (3) years of functional work experience in tourism environment and should be at an entry/junior managerial level (Assistant Director Level or equivalent). Experience in the MSME's environment. Understanding of project management and financial management. Ability to develop and apply policies. Ability to work under pressure and long hours.

Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills (written & spoken). Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display these competencies at competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity. Broad knowledge of Constitution of the Republic of South Africa, Mpumalanga Tourism and Parks Agency Act of 2005, The White Paper on Development and Promotion of Tourism in South Africa, Mpumalanga Tourism Development Strategy, National Tourism Sector Strategy, Provincial Spatial Economic Development Strategy, Domestic Tourism Growth Strategy, National Strategy on Heritage and Cultural Tourism, Service Delivery (Batho Pele principles), Broad Based Empowerment Act, and other relevant Provincial and National strategies. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act; Provincial Finance Management Act (PFMA), Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, Strategic plan, Occupational Health and Safety Act, HR Matters and relevant statutory provisions and knowledge of Public Service reporting procedures and work environment. Ability to communicate at all levels: Provincial and National Departments, Senior Management, Private Sector Organizations, Small Businesses and General Public. An ability to adapt to a dynamic work environment. Basic knowledge on Financial Administration and Budgeting, Government priorities and mandates, Management Principles and legislative processes. The candidates should demonstrate excellent skills in: Analytical and innovation thinking, research and policy analysis skills, Facilitation and Co-ordination skills, Community development facilitation skills, Excellent Communication and interpersonal skills, Internal/external stakeholder coordination and stakeholder relations, Ability to interpret and apply policies, Presentation skills, Negotiation skills, Report writing skills, Time management, Administrative management, Financial Management, Project.

DUTIES

: Initiate and facilitate capacity-building programmes of the tourism sector through business processes, information and training. Support and participate in all relevant provincial and national structures. Develop strategies and programmes in line with the national and provincial plans. Establish and support tourism structures, give guidance to tourism structures, stakeholders and municipalities. Facilitate and coordinate the implementation of the Provincial Tourism Master plan, and engage all relevant stakeholders in the Tourism Sector. Identify and develop Tourism Planning Frameworks to ensure tourism development within the province in line with national imperatives. Manage the human resources and financial resources within the Sub-directorate.

ENQUIRIES APPLICATIONS

: Mr SJ Xaba Tel No: (013) 766 4164
: Email application to: recruitmentdedt2@mpg.gov.za

POST 38/164

: **ASSISTANT DIRECTOR IN THE OFFICE OF THE HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDT/2025/26/15**

SALARY CENTRE REQUIREMENTS

: R582 444 per annum (Level 10)
: Head Office, Mbombela
: An appropriate SAQA recognized NQF level 6 tertiary qualification in Office Management/ Administration / Business Administration/Public Administration with three (03) years relevant work experience in the office management environment. Knowledge of structure and functioning of the Department, Departmental standards and regulations, Parliamentary protocol processes, linkages with government clusters and Secretariat responsibilities. Language proficiency and ability to communicate at all levels, write accurate minutes, report writing, financial administration, organizing and planning, computer literacy, project management, time management, problem solving skills, decision making skills. Personal Attributes: Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to

DUTIES

communicate at all levels, able to establish and maintain personal networks, trustworthy, assertive, ability to work independently.

: Provide secretarial and administrative support to all technical and structured committees within the Department. Manage logistical arrangements of meetings, minutes and ensure quality control on developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting. Ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner. Maintain professional standards in relation to services rendered and resource requirements. Monitor the financial management of the Office and co-ordinate the budget, where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office. Manage, sort, analyse and schedule the information flow thereof through the Office. Manage the security profile of the Office. Co-ordinate and administrate logistical arrangements: travel and accommodation during meetings, co-ordinate and manage administrative aspects relevant to the sub-directorate.

ENQUIRIES **APPLICATIONS**

: Ms LP Mabaso Tel No: (013) 766 4424

: Email application to: recruitmentdedt3@mpg.gov.za

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : **Bojanala District:** All Posting Applications must be submitted online or hand delivered to: Registry Office, Old Industrial Site, Waterfall Avenue, Rustenburg, 0300. The District Manager, Department of Public Works and Roads, Private Bag X82063, Rustenburg, 0300. Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Updated Curriculum Vitae only be in one PDF document, Use the correct E-mail per post. Failure to do so, your application will be disqualified. For Attention: The HRM Manager: Ms. P.J Selekolo
- Head Office:** All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag x2080, Mmabatho, 2735. Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Updated Curriculum Vitae only be in one PDF document, Use the correct E-mail per post. Failure to do so, your application will be disqualified. For Attention: HRM Recruitment Unit - Mr. M.E Khauoe.
- CLOSING DATE** : 31 October 2025 (posted/handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, www.dpsa.gov.za. Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae and include three (3) names contactable referees. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequence dates. Outline or provide the sufficient information about related experience and key responsibilities with respective dates. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth, work permit, in the event of employment will immediately relinquish such business, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the updated information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: Senior Management Pre-entry Programme Certificate: No SMS applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) as a mandatory requirement is obtainable via this link: <https://www.thensg.gov.za>, offered by the National School of Government. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful

candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

OTHER POSTS

POST 38/165 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A-CIVIL/STRUCTURAL REF NO: H/O 69/2025 (X2 POSTS)**

SALARY : R921 900 per annum, (OSD)
CENTRE : Head Office – Mahikeng (Integrated Infrastructure Planning)
REQUIREMENTS : Qualifications: National Senior Certificate plus Bachelor of Technology in Engineering (B Tech) or relevant qualification. Compulsory registration with ECSA as an Engineering Technologist. Six years post qualification Engineering Technologist experience required. A Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance Technical report writing. Networking. Professional judgment. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People Management.

DUTIES : Plan technologist support to Engineers and associate Professionals in the field. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly, defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Evaluate and monitor existing technical manuals, standard manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specification and make recommendations for approval by the relevant authority. Identify and optimize technical solutions by applying engineering principles. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/engineering operational plan. Ensure the development, implementation and maintenance database. Manage and supervise technological and related personnel and assets. Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES : Mr. M. Sepotokele/Mr. T. Chanda Tel No: (018) 388 4199/4516
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit4@nwpq.gov.za

POST 38/166 : **ARCHITECT PRODUCTION GRADE A REF NO: H/O 70/2025 (X2 POSTS)**

SALARY : R761 157 per annum, (OSD)
CENTRE : Head Office – Mahikeng (Integrated Infrastructure Planning)
REQUIREMENTS : Qualifications: National Senior Certificate plus National Diploma/ Bachelor's degree in Architecture or relevant qualification. Experience: Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP as professional Architect. Knowledge: Programme and project management. Architectural design and analysis knowledge. Computer aided engineering applications. Research and development. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Networking. Professional Judgement. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial Management. Customer focus and responsiveness. Communication. Computer Literacy. Planning and organizing. People Management. Analytical skills. Planning and organizing Conflict Management and Innovation.

DUTIES : Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture. Ensure adherence and compliance to legal, safety and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designers and/or sub-professional personnel and Ensure adherence to the requirements of professional registration. Human capital development. Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and process. Administer Performance management and development. Ensure proper budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and Human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on architectural related matters. Supervise personnel.

ENQUIRIES : Mr. P. Buzuzi Tel No: (018) 388 3818
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit4@nwpg.gov.za

POST 38/167 : **QUANTITY SURVEYOR PRODUCTION GRADE A REF NO: H/O 71/2025 (X2 POSTS)**

SALARY : R761 157 per annum, (OSD)
CENTRE : Head Office – Mahikeng (Construction Project Management)
REQUIREMENTS : Qualifications: National Senior Certificate plus an appropriate Degree in Quantity Survey or relevant qualification. Compulsory registration with SACQSP as a professional Quantity Surveyor. Three years Quantity Survey experience required. A Valid driver's license. Knowledge: Programme and project management. Quantity Survey principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Creating high performance culture. Networking. Professional judgment. Knowledge of Public Service Regulations. Skills: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Presentation skills. Report writing skills. Ability to work under pressure.

DUTIES : Perform quantity survey activities on buildings, structures or facilities. Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Mentor, train and develop candidate quantity survey and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey-related matters. Supervise personnel.

ENQUIRIES : Ms. E. Mati Tel No: (018) 388 4496
APPLICATIONS : Use the correct E-mail: DPWRHOREcruit4@nwpg.gov.za

<u>POST 38/168</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: BOJ 07/2025 (X1 POST)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	District Office – Electrical/Mechanical (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) or N 3 and passed trade test in Electrical/Mechanical. Experience: More than 6 year's appropriate experience. Registration as an Engineering Technician. A valid driver's license. Knowledge: Knowledge of the Public Service Regulatory Framework. Knowledge of the Procurement Policy & Procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations, OHSA, National Building Regulations & Risk Management. Knowledge of Project Management, Planning & Organising, People Management and Conflict Resolution. Skills: Computer Literacy (MS Word, Excel, PowerPoint). Numeracy skills. Communication skills (verbal and written). Interpersonal relations. Analytical and problem solving abilities. Negotiation and conflict resolution skills. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.
<u>DUTIES</u>	:	Ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislation, regulations and standards. Manage the process for the identification of needs, new services and requirements for minor new and repairs to existing work by ensuring work by ensuring that customer complaints are investigated and followed-up. Allocate tasks & projects in relation to the maintenance of existing and new works. Monitor the progress & expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Provide reports, estimates, recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE, PPPs and the initiatives of the EPWP. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Put systems and procedures in place to ensure contractors & consultants adhere to legislations, regulations and procedures. Verify invoices & certifies progress of payments. Check and process variation orders and requests for extension of deadlines. Ensure quality control, effective and efficient workflow of work done by Inspectors and report all work allocated.
<u>ENQUIRIES</u>	:	Mr. G.S Matau at 087 086 6131
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/169</u>	:	<u>CONTROL WORKS INSPECTOR REF NO: BOJ 08/2025 (X1 POST)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Moretele Service Point (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) or N 3 and passed trade test in the building environment. Experience: More than 6 year's appropriate experience. Registration as an Engineering Technician. A valid driver's license. Knowledge: Knowledge of the Public Service Regulatory Framework. Knowledge of the Procurement Policy & Procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations, OHSA, National Building Regulations & Risk Management. Knowledge of Project Management, Planning & Organising, People Management and Conflict Resolution. Skills: Computer Literacy (MS Word, Excel, PowerPoint). Numeracy skills. Communication skills (verbal and written). Interpersonal relations. Analytical and problem-solving abilities. Negotiation and conflict resolution skills. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.
<u>DUTIES</u>	:	Ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislation, regulations and standards. Manage the process for the identification of needs, new services and requirements for minor new

and repairs to existing work by ensuring work by ensuring that customer complaints are investigated and followed up. Allocate tasks & projects in relation to the maintenance of existing and new works. Monitor the progress & expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Provide reports, estimates, recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE, PPPs and the initiatives of the EPWP. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Put systems and procedures in place to ensure contractors & consultants adhere to legislations, regulations and procedures. Verify invoices & certifies progress of payments. Check and process variation orders and requests for extension of deadlines. Ensure quality control, effective and efficient workflow of work done by Inspectors and report all work allocated.

**ENQUIRIES
APPLICATIONS**

: Mr. G.S Matau at 087 086 6131
: Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

POST 38/170

: **CONTROL ENGINEERING TECHNICIAN GRADE A-
ELECTRICAL/MECHANICAL REF NO: H/O 72/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R551 493 per annum, (OSD)
: Head Office – Mahikeng (Construction Projects Management)
: Qualifications: National Senior Certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Six years post qualification technical experience required. A Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance Technical report writing. Technical consulting. Skills: Problem solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People Management.

DUTIES

: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES
APPLICATIONS**

: Mr. T. Mabeta Tel No: (018) 388 4618
: Use the correct E-mail: DPWRHOREcruit4@nwpg.gov.za

POST 38/171

: **CONTROL ENGINEERING TECHNICIAN GRADE A-ROAD MAINTENANCE
REF NO: BOJ 09/2025 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R551 493 per annum, (OSD/sl5)
: District Office (Bojanala District)
: Qualifications: Grade 12 certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. A valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract. Knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Effective communication skills (verbal and written). Planning and organizing.

		Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, technologist and associates in the field, workshop, and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Ensure the development, implementation and maintenance databases. Assess pavements and prioritize of rehab and reseal projects. Continuous professional development to keep up with new technologies. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matter. Provide inputs into the budgeting process. Technical/ engineering operational plan. Manage road building material functions including laboratory services. Provide inputs into budgeting process. Compile and submit reports as required. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/172</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A-ROAD NETWORK MANAGEMENT REF NO: BOJ 10/2025 (X1 POST)</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD/sl5)
<u>CENTRE</u>	:	District Office (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: Qualifications: Grade 12 certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. A valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract. Knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Decision making. Team work. Creativity. Financial Management. Customer focus and responsiveness. Effective communication skills (verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, technologist and associates in the field, workshop, and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Ensure the development, implementation and maintenance databases. Assess pavements and prioritize of rehab and reseal projects. Continuous professional development to keep up with new technologies. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matter. Provide inputs into the budgeting process. Technical/ engineering operational plan. Manage road building material functions including laboratory services. Provide inputs into budgeting process. Compile and submit reports as required. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRY</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/173</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A-CONTRACTS, PAVEMENT MANAGEMENT, MATERIAL SERVICES REF NO: BOJ 11/2025 (X1 POST)</u>
<u>SALARY</u>	:	R551 493 per annum, (OSD/sl5)
<u>CENTRE</u>	:	District Office (Bojanala District)

<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. A valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract. Knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Decision making. Teamwork. Creativity. Financial Management. Customer focus and responsiveness. Effective communication skills (verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure. People management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, technologist and associates in the field, workshop, and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Ensure the development, implementation and maintenance databases. Assess pavements and prioritize of rehab and reseal projects. Continuous professional development to keep up with new technologies. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/ councils on engineering-related matter. Provide inputs into the budgeting process. Technical/ engineering operational plan. Manage road building material functions including laboratory services. Provide inputs into budgeting process. Compile and submit reports as required. Manage, supervise and control technical and related personnel and assets.
<u>ENQUIRY APPLICATIONS</u>	:	Ms. M.M Mthombeni at 087 086 5927
	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/174</u>	:	<u>CHIEF ARTISAN GRADE A – MECHANICAL REF NO: BOJ 12/2025 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R480 261 per annum, (OSD/sl9)
	:	District Office (Bojanala District)
	:	Qualifications: A recognized Trade certificate as a Diesel Mechanic. 10 years post qualification experience as an Artisan/Artisan Foreman. A valid driver's license. Experience: Experience on earthmoving equipment will be an added advantage. Knowledge and Skills: Knowledge of legal compliance. Technical design and analysis knowledge. Computer-aided technical applications. Technical report writing and consulting. Production, process knowledge and skills. Leadership skills. Ability to plan, organize, control and lead. Customer focus and responsiveness. Financial Management. Change management. Communication. Teamwork. Conflict management.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases and manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advice expertise for continuous individual development to keep up with new technologies and procedures. Research/literature studies on

		technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/175</u>	:	<u>ROADS SUPERINTENDENT REF NO: BOJ 13/2025 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Rustenburg Roads Service Point (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 plus National Diploma or equivalent qualification (NQF level 6) in Civil Engineering or Construction Management. Experience: 6 years' work experience in roads maintenance/construction environment. A valid driver's license. Knowledge: Knowledge and understanding of record keeping and documents management, Public Service Act, Cat B, PFMA, OHS materials standards, Roads and bridges specifications and other HR related matters. Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access and Excel). Planning and Organising. Good verbal and written communication skills. Interpersonal Relations. Flexibility. Teamwork. Accuracy. Aptitude of figures.
<u>DUTIES</u>	:	Monitor the maintenance and repair of road surfaced such as resurfacing interval, culvert/bridge replacement, line painting, and replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment etc.). Plan and prepare a weekly and monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance team. Manage and develop staff.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za
<u>POST 38/176</u>	:	<u>ENGINEERING TECHNICIAN-ROADS REGRAVELLING REF NO: BOJ 14/2025 (X1 POST)</u>
<u>SALARY</u>	:	R391 671 per annum, (OSD/sl2)
<u>CENTRE</u>	:	District Office (Bojanala District)
<u>REQUIREMENTS</u>	:	Qualifications: Senior Certificate (Grade 12) plus a National Diploma in Engineering or relevant qualification. Experience: 3 years post qualification technical experience. A valid driver's license. A compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: All roads-related acts, ordinances, policies, standards and norms. Project management, technical design and analysis knowledge, advertising on Roads and Ribbon Development Act, 1940. Contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Sign. Roads Act. Road Traffic Act. Occupational Health and Safety Act. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Skills: Change management skills, planning and organizing skills, project and financial management skills, problem solving and decision making abilities, creativity. Technical consulting. Technical report writing. Computer skills. Customer focus and responsiveness. People management.
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals standard drawings and procedures to incorporate new technology. Produce technical design with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Ensure continuous professional development to keep up with new technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Populate the Infrastructure Reporting Model (IRM) and other reporting systems.
<u>ENQUIRIES</u>	:	Ms. M.M Mthombeni at 087 086 5927
<u>APPLICATIONS</u>	:	Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

POST 38/177 : **ENGINEERING TECHNICIAN - ROAD MAINTENANCE REF NO: BOJ 15/2025 (X1 POST)**

SALARY : R391 671 per annum, (OSD/sl2)
CENTRE : District Office (Bojanala District)
REQUIREMENTS : Qualifications: Senior Certificate (Grade 12) plus a National Diploma in Engineering or relevant qualification. Experience: 3 years post qualification technical experience. A valid driver's license. A compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: All roads-related acts, ordinances, policies, standards and norms. Project management, technical design and analysis knowledge, advertising on Roads and Ribbon Development Act, 1940. Contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Sign. Roads Act. Road Traffic Act. Occupational Health and Safety Act. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Skills: Change management skills, planning and organizing skills, project and financial management skills, problem solving and decision making abilities, creativity. Technical consulting. Technical report writing. Computer skills. Customer focus and responsiveness. People management.

DUTIES : Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals standard drawings and procedures to incorporate new technology. Produce technical design with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Ensure continuous professional development to keep up with new technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Populate the Infrastructure Reporting Model (IRM) and other reporting systems.

ENQUIRIES : Ms. M.M Mthombeni at 087 086 5927
APPLICATIONS : Use the correct E-mail: dpwrbojanalarecruit@nwpg.gov.za

POST 38/178 : **ENGINEERING TECHNICIAN-CONTRACTS, PAVEMENT MANAGEMENT, MATERIAL SERVICES REF NO: BOJ 16/2025 (X1 POST)**

SALARY : R391 671 per annum, (OSD/sl2)
CENTRE : District Office (Bojanala District)
REQUIREMENTS : Qualifications: Senior Certificate (Grade 12) plus a National Diploma in Engineering or relevant qualification. Experience: 3 years post qualification technical experience. A valid driver's license. A compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: All roads-related acts, ordinances, policies, standards and norms. Project management, technical design and analysis knowledge, advertising on Roads and Ribbon Development Act, 1940. Contract management. Public Service Act. Public Service Regulations. Labour Relations Act. Public Finance Management Act. Construction Manual. Road Sign. Roads Act. Road Traffic Act. Occupational Health and Safety Act. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Skills: Change management skills, planning and organizing skills, project and financial management skills, problem solving and decision making abilities, creativity. Technical consulting. Technical report writing. Computer skills. Customer focus and responsiveness. People management.

DUTIES : Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals standard drawings and procedures to incorporate new technology. Produce technical design with specifications and submit for evaluation and approval by the applicable authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Ensure continuous professional development to keep up with new

technologies and procedures. Research/literate studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Populate the Infrastructure Reporting Model (IRM) and other reporting systems.

**ENQUIRIES
APPLICATIONS**

: Ms. M.M Mthombeni at 087 086 5927
: Use the correct E-mail: dpwrbojanalarecruit@nwpq.gov.za

POST 38/179

: **ENGINEERING TECHNICIAN GRADE A-CIVIL/STRUCTURAL REF NO: H/O 73/2025 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R391 671 per annum, (OSD)
: Head Office – Mahikeng (Infrastructure Construction Maintenance)
: Qualifications: National Senior Certificate plus National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Three years post qualification technical experience required. A Valid driver's license. Knowledge: Project management. Technical design and analysis knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance Technical report writing. Technical report writing. Technical consulting. Skills: Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organizing. Change Management.

DUTIES

: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Adherence to existing technical manuals, standards drawings and procedures to incorporate new technology. Compile and submit reports as required. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Keep up with new technologies and procedures. Research/Literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters. Follow approved programme of development for registration processes.

**ENQUIRIES
APPLICATIONS**

: Mr. M. Sepotokele/Mr. T. Chanda Tel No: (018) 388 4199/4516
: Use the correct E-mail: DPWRHOREcruit4@nwpq.gov.za

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, 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 38/180 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (WELLINGTON) REF NO: AGR 05/2025 R1**

SALARY : Grade A: R391 671 per annum
 Grade C: R586 665 per annum
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician; A minimum of 3years relevant post qualification technical (engineering)experience. Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure; It will be advantageous to have a valid driving license (Code B or higher).

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr R Roscher Tel No: (021) 808 7801 /(083) 675 1315
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 38/181 : **ANIMAL HEALTH TECHNICIAN: ANIMAL HEALTH (BOLAND-KHAYELITSHA) REF NO: AGR 74/2025**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate National Diploma/B-Degree in Animal Health; A minimum of 1 year appropriate post-qualification experience; Compulsory registration as an Animal Health Technician with the South African Veterinary Council (SAVC) in

		the appropriate field; A valid driving licence (Code EB or higher). Competencies: Communication skills (written and verbal); Good planning and organizational skills; Good interpersonal skills, analytical, and problem-solving skills; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Animal Disease Control; Import and Export Policy Control Perform Epidemiology investigations; Veterinary Public Health; Animal welfare.
<u>ENQUIRIES</u>	:	Mr. MB Cupido Tel No: (021) 808 5027
<u>APPLICATIONS</u>	:	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
<u>POST 38/182</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER: VETERINARY INTERNATIONAL TRADE REF NO: AGR 76/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher) qualification in Environmental Health; A minimum of 1 year relevant experience in an abattoir environment; A valid code B (or higher) driving licence. Competencies: Good administrative skills and knowledge of administrative procedures; Sound organisational and planning skills; Computer literacy; A sense of responsibility; Good interpersonal / communication skills.
<u>DUTIES</u>	:	Practical experience of meat safety risk management and export controls; Practical knowledge of hygiene management systems and food safety risk assessment applicable to food processing establishments, including abattoirs; Working knowledge of the Meat Safety Act, 2000 (Act no. 40 of 2000) and Regulations. A valid registration with the Health Professions Council of South Africa is recommended.
<u>ENQUIRIES</u>	:	Mr V Twala Tel No: (021) 808 7631
<u>APPLICATIONS</u>	:	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
<u>POST 38/183</u>	:	<u>FARM FOREMAN: POMOLOGY (ELSENBURG) REF NO: AGR 73/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12 (or equivalent qualification); A minimum of 1 year relevant experience in Pome, Stone, and/or Citrus production or similar; A valid (Code 8) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Pruning methods; Tractor driving and spraying with a spray car; Basic computer literacy; Forklift driving; Written and verbal communication skills.
<u>DUTIES</u>	:	Oversee the execution of routine activities in respect of fruit production; Oversee the execution of general routine activities; Oversee the execution of general routine activities in respect of infrastructure; Perform all administrative and related functions; The following will be advantageous: Proven working knowledge of all fruit crops produced in the Western Cape; Working knowledge of alternative crops produced in the western Cape.
<u>ENQUIRIES</u>	:	Mr EL Moiler Tel No: (021) 808 5456
<u>APPLICATIONS</u>	:	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
<u>POST 38/184</u>	:	<u>HANDYMAN: GENERAL SUPPORT SERVICES (ELSENBURG) REF NO: AGR 75/2025</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET Level 4/Grade 9); A minimum of 6 months appropriate experience; 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: Good understanding of the following: Proven building maintenance skills; Ability to work with building materials, carpentry and plumbing tools (power tools); Ability to work under

		pressure and meet deadlines; Good interpersonal relations; Attitude towards service delivery; Basic communication skills; Ability to work shifts when required.
<u>DUTIES</u>	:	Responsible for the following: Maintenance work at the facility; Operating mechanical machinery; Maintaining equipment; Responsible for cleaning of equipment; Inspect and report on buildings and equipment to supervisor; Report any shortages/breakages of material and equipment.
<u>ENQUIRIES</u>	:	Ms LB Smith Tel No: (021) 808 5470
<u>APPLICATIONS</u>	:	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).
<u>NOTE</u>	:	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.
<u>POST 38/185</u>	:	<u>FARM AID: FARM SERVICES: OUTENIQUA REF NO: AGR 20/2025 R1</u>
<u>SALARY</u>	:	R138 486 - R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3/Grade 7). Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills; It will be advantageous to have 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
<u>DUTIES</u>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines. The following will be advantageous: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems.
<u>ENQUIRIES</u>	:	Mr. H.S Gerber Tel No: (044) 803 3727
<u>APPLICATIONS</u>	:	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).
<u>NOTE</u>	:	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.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<u>CLOSING DATE</u>	:	10 November 2025
<u>NOTE</u>	:	All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of

the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 38/186</u>	:	<u>DIRECTOR: SKILLS PROGRAMMES AND PROJECTS REF NO: DEDAT 54/2025</u>
<u>SALARY</u>	:	R1266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in commerce or economics in relation to a discipline recognised by SAQA; 5 years' middle and/or senior management experience; and 3 years' experience in or giving effect to priorities in the skills, education, or economic development ecosystems. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment.
<u>DUTIES</u>	:	Strategic management, advice and guidance in respect of the following functional areas: Develop and manage workplace skills projects, Partner with higher education institutions to develop curriculum, Facilitate placement of learners with host companies, Develop and facilitate skills development; Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate, Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan, Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery, Actively manage the performance, evaluation and rewarding of employees within the Directorate, Monitor information capacity building within the Directorate, Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate, Promote sound labour relations within the Directorate, Actively manage and promote the maintenance of discipline within the Directorate; Financial Management: Manage participation in the budgeting process at Directorate level, Ensure the preparation of the Annual and Adjustment Budgets for the Directorate, Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure, Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate, Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate, Ensure that all spending is aligned with the strategic objectives of the Directorate and

**ENQUIRIES
APPLICATIONS**

Department, Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances, Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets, Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.

Mr Nezaam Joseph Tel No: (021) 483 9011

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>

OTHER POST

POST 38/187 : **ASSISTANT DIRECTOR: BUSINESS REGULATION AND GOVERNANCE (TRIBUNAL SUPPORT) REF NO: DEDAT 53/2025**

SALARY CENTRE : R468 459 - R561 894 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year Bachelors Degree (equivalent or higher qualification) in the legal field; A minimum of 3 years experience working in a legal and/or regulatory environment. Competencies: Knowledge of the following: Overall understanding of the legal environment related to consumer protection and/or the court process; Labour processes; Financial management including the Public Finance Management Act; Project management; Public service procedures; Applicable policies and procedures; Relationship management; ECM (My Content); Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Project Management; Accounting finance and audit; Information technology formal training; Legal administration; Strategic planning; Ability to work independently and as part of a team; It will be advantageous to have 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.

DUTIES : Administrative and operational services provided to the Western Cape Consumer Affairs Tribunal (WCCAT); Render a prosecution service to WCCAT; Project implementation and administration; Operational plan development and implementation of counterfeit goods operations; The following will be advantageous: Admission as an attorney or Advocate; Working knowledge of legal processes.

ENQUIRIES APPLICATIONS : Mr B Nopote Tel No: (021) 483 9411 or Buyile.Nopote@westerncape.gov.za
: 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>

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.

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.

MANAGEMENT ECHELON

POST 38/188 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Metro Health Services

SALARY : R1 266 714 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof.

The course is available at the National School of Governance (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/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and a proven track record in all major aspects of management within a healthcare environment. Inherent requirements of the job: Valid driver's licence. Willingness to travel across the province as required. Competencies (knowledge/skills): Strong corporate management skills within a health service environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health services. Open-minded and the ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to think fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capabilities. High level of computer literacy, with proficiency in MS Word, Excel, Access, PowerPoint, internet-based applications, and email communication.

<u>DUTIES</u>	:	Exercise leadership and overall governance of institution with departmental strategic priorities and framework. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsible for corporate governance, including all aspects of People Management and Development, Financial Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interactions. Provide leadership support to the specific hospital to deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Sub-district.
<u>ENQUIRIES</u>	:	Dr G Perez Tel No: (021) 815-8668
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025

OTHER POSTS

<u>POST 38/189</u>	:	<u>MANAGER: MEDICAL SERVICES GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A post-graduate qualification in Public Health Medicine. Capacity to function within senior clinical management & executive management teams. Exceptional skills in leadership, strategy, public health, risk management, quality improvement, and project management. Competency in strategy development, strategy implementation, stakeholder engagement, and policy development. Competency in occupational health and safety, clinical service improvement, risk management and quality. Exceptional interpersonal skills, including leadership, culture change, relationship building, listening and communication skills. Advanced information technology skills and ability to acquire new skills as required.
<u>DUTIES</u>	:	Assist the CEO in strategy development and implementation. Organizational culture transformation and hospital brand advancement. Planning, target setting, monitoring and evaluation. Service redesign and ecosystem governance. Risk management, quality management, Occupational Health and Safety Management and medico-legal management. Management of special projects. Stakeholder and community engagements.
<u>ENQUIRIES</u>	:	Dr M Mukosi Tel No: (021) 938-4136

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/190</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: GENERAL SURGERY (TRANSPLANT UNIT)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with the Professions Council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical and surgical competency in General and Transplant Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Clinical experience in abdominal transplant surgery with significant experience in liver and renal transplantation at the level of independent surgical competence in these fields. Experience in supervision and training of staff and students at under- and post-graduate levels. A post general surgery qualification fellowship in transplant surgery and published research.
<u>DUTIES</u>	:	Adult and Paediatric Transplant Surgery specialist support to other facilities in keeping with the Western Cape Department of Health and Wellness Ecosystem framework. General and Transplant surgery specialist clinical service provision in the Groote Schuur Hospital Division of General Surgery (Transplant Unit). General Surgery and Transplant Surgery specialist clinical services in the Division of General Surgery at the hospitals on the platform serviced by the division. Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406-6229
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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).
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/191</u>	:	<u>MANAGER: NURSING EDUCATION AND TRAINING (HEAD OFFICE)</u> Directorate: People Development
<u>SALARY</u>	:	Grade 1: R1 155 099 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town (Stationed at Western Cape College of Nursing, Central Admin, Stikland)
<u>REQUIREMENTS</u>	:	Minimum education qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A management qualification. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Education and Training. Thorough knowledge and understanding of Nursing Education Standards, Scope of Practice, Code of ethics etc. Thorough knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations, Health Act, etc. Sound interpersonal skills and communication skills both written and verbal as well as the ability to use all relevant computer applications effectively, independently and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing relevant graphic summaries and displays. Relevant knowledge in People, Financial, Project Management and Strategic Planning.
<u>DUTIES</u>	:	Develop, manage and implement strategic and operational plans to guide implementation strategies for nurse training in support of the Directorate's objectives. Develop and implement policies pertaining to nurse education and training. Coordinate nursing related research and development. Develop, operationalise and monitor education and training practices within the Department. Provide support and advice to management in matters related to nursing education and training. Manage and utilize resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Dr T Mabuda at (073) 698-3579
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/192</u>	:	<u>MANAGER: NURSING (CLINICAL PRACTICE)</u> Directorate: People Management
<u>SALARY</u>	:	Grade 1: R1 155 099 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office (Stationed at Western Cape College of Nursing)
<u>REQUIREMENTS</u>	:	Minimum education qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A management qualification. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Practice. Thorough knowledge and understanding of Nursing Standards of Practice, Scope of Practice, Code of ethics etc. Thorough knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulation, Health Act, etc. Sound interpersonal skills and communication skills both written and verbal as well as the ability to use all relevant computer applications effectively, independently and with ease. Ability to perform a statistical analysis of quantitative and qualitative data with the aim of producing

	relevant graphic summaries and displays. Relevant knowledge in People, Financial, Project Management and Strategic Planning.
<u>DUTIES</u>	: Develop, manage and implement strategic and operational plans to guide implementation strategies for clinical nursing practice in support of the Department and Directorate's objectives. Oversee the Development and execution of nursing policies with specific reference to clinical nursing practice. Manage and direct corporate nursing planning. Monitor nursing services within the Department. Provide support and advice to management as a clinical nursing practice specialist advisor. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork to promote efficient and effective health care. Manage and utilize human resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	: Dr V Makie Tel No: (021) 831-5835
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	: 31 October 2025
<u>POST 38/193</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3: EMERGENCY MEDICINE (X6 POSTS)</u> (1-Year Contract)
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Completion of Community Service and prior Emergency Centre experience. Ability to work as part of a multidisciplinary team. Ability to communicate effectively (verbal and written). -Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Desire to conduct research. Additional course, ultrasound.
<u>DUTIES</u>	: Contribute to the teaching sessions for the department. Involvement in innovative projects and research activities within the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment.
<u>ENQUIRIES</u>	: Ms S Ndwebe Tel No: (021) 404-4157 or email: sinazo.ndwebe@westerncape.gov.za
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test. Candidates who are not in possession of the

stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer 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 Plain District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Please ensure that you attach an updated CV.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/194</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: INTERNAL MEDICINE</u> (1-Year Contact)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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 requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Valid ACLS Certificate. Competencies (knowledge/skills): Knowledge and clinical skills required of a Medical Officer (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and acute medical/emergency contexts). Practical clinical skills appropriate for diagnostic investigations and those required for resuscitation and stabilisation of acutely unwell patients according to ACLS principles. Effective and efficient administration. Communication including clinical summary/report generation, consultation as well as patient counselling. Effective leadership & interpersonal skills. Completion of FCP Part 1.
<u>DUTIES</u>	:	Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Groote Schuur Hospital and satellite hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical students, interns and community service medical officers providing medical care. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr D Maughan, Tel No: (021) 406-6422 or email: deborah.maughan@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV. -The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer 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 Plain District Hospital, Victoria Hospital and George Provincial Hospital.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/195</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	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 Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Inherent requirement of the job: Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operations in a Primary Health Care Facility. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.
<u>DUTIES</u>	:	Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 361-3353
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/196</u>	:	<u>QUALITY ASSURANCE MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Northern Tygerberg Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in supporting or implementation of quality assurance initiatives in a health-related environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literate in MS Office (Excel, Word and Powerpoint) and MS Outlook. Leadership, interpersonal, good communication and organizational skills. Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. Experience in customer care and complaints management.
<u>DUTIES</u>	:	Effective co-ordination, monitoring and evaluation of quality management, risk Management, health and safety and infection control initiatives. Collect, analyze data and provide technical reports and presentations, including quality improvement plans for internal and external stakeholders. Manage compliance and improvement in terms of: Ideal Facility, Adverse Patient Incidents, Complaints and Suggestions, Patient Experience of Care and PAIA. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development.
<u>ENQUIRIES</u>	:	Ms. MK Williams Tel No: (021) 815-8882
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/197</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 (RADIOLOGY)</u>
<u>SALARY</u>	:	R575 250 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with the Professions Council: Registration with the HPCSA as Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent Requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): Computerised Tomography and PACS experience. Ability to manage and supervise a sub-section of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography and Fluoroscopy. Computer literacy. Extensive radiographic experience and knowledge of radiography protocols. Good communication skills (verbal and written). Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography.
<u>DUTIES</u>	:	Be responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional service to patients. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Manage radiography and support personnel, including performance appraisals. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director. Participate in the management of the cost centre. Produce diagnostic images of high quality and be responsible for staff and student training in your area.
<u>ENQUIRIES</u>	:	Ms N Behardien-Peters Tel No: (021) 404-4187
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/198</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (OUTPATIENTS DEPARTMENT) (X2 POSTS)</u>
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	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 Professional Nurse. Registration with the Professions 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: Assist with after-hour, night duty and weekend duties as per Nursing Management allocations in the hospital, when required. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team and have Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Responsible for the co-ordination and delivery of within the relevant departments, participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support, perform nightshift duties as required, management of human, material and financial resources, as well as the Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Maintain ethical standards and promote professional development.
<u>ENQUIRIES</u>	:	Ms A Moodley Tel No: (021) 404-2115
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/199</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Carnation Ward: (based at Mitchells Plain District Hospital)
<u>REQUIREMENTS</u>	:	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 Registered Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional nurse in general nursing. Inherent requirements of the job: Ability and willingness to assist with afterhours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Clinical governance: Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Mr. R. Geswindt Tel No: (021) 377-4410
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Mitchell's Plain Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 31 October 2025

POST 38/200 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH SERVICES)**
 West Coast District

SALARY : R549 192 per annum
CENTRE : West Coast District Office, Malmesbury
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the jobs: Valid (Code B/EB) driver's licence. Willingness to work overtime when required and travel in the district or province as may be required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel) and good report writing. Ability to work on health information systems, ie Sinjani, SPV, SharePoint.

DUTIES : Overall planning, coordination, policy implementation and services monitoring of mental health, chronic diseases of lifestyle, rehabilitation services, palliative care, maternal health as part of the late-life course approach. Provide oversight, supervision and support to health facilities regarding quality assurance policies and procedures Support to community outreaches and specific projects with NPOs and health facilities to improve health outcomes. Monitoring and evaluation of integrated health services performance linked to specific data elements, indicators in the district health and annual performance plans. Interface management with all stakeholders, internal and external structures to enhance implementation of COPC principles and wellness.

ENQUIRIES : Ms A Kogana Tel No: (022) 814-0348/9
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applications will be considered for vacancies within the West Coast District Office, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/201</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Greenpoint CDC (X1 Post) Lady Michaelis CDC (X1 Post) District Six CDC (X1 Post)
<u>REQUIREMENTS</u>	:	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 Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 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 as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Communication skills (written and verbal).
<u>DUTIES</u>	:	Assist with the provision of Comprehensive PHC clinical service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community as part of COPC. Liaise with internal and external stakeholders as part of the multi-disciplinary team. Clinical governance as part of quality assurance. Information Management and timeous submission of reports and participation in facility audits. Assist with management of human resources and the development of staff.
<u>ENQUIRIES</u>	:	Ms N Tshongweni Tel No: (021) 421-0288 (Greenpoint CDC); Ms L Van Wyk: Tel No: (021) 797-8171 (Lady Michaelis CDC); Ms N Diedericks Tel No: (021) 833-5400 (District Six CDC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Southern Western Sub-structure, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/202</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	TC Newman CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited

with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

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 to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization 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 J Bosch Tel No: (021) 862-4520
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 31 October 2025

POST 38/203 : **CLINICAL NURSE PACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Cape Winelands District

SALARY : Grade 1: R476 367 per annum
 Grade 2: R583 989 per annum

CENTRE : Gouda Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with Professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A valid driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

<u>DUTIES</u>	:	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 to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization 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.
<u>ENQUIRIES</u>	:	Ms EJ Williams Tel No: (021) 862-4520
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/204</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE: EC OPD OVERNIGHT)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Willing to work shifts include weekends and public holidays. Act as shift leader. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Effective communication skills. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Rendering a comprehensive primary health care service within the emergency room within standards and a professional/legal framework. Rendering acute emergency care to all patients. Effective utilization and supervision of human and financial resources and participation in training and development and research. Effective implementation of infection control policies and occupational and health legislation. Provide effective support to nursing services and hospital management.
<u>ENQUIRIES</u>	:	Ms AE Klaasen Tel No: (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	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 Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. Registration with the Professions Council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Trauma/Emergency Care after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment in a resource-limited rural setting. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Sound knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Provide direction/supervision for the implementation of the nursing plan to ensure optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of human-, material- and physical resources. Participation in training and research. Provision of support to nursing services and nursing management. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms CJW Basson Tel No: (027) 213-2038/6
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. -The pool of applications will be considered for vacancies within the Matzikama Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/206</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources related field. Experience: Appropriate experience in all aspects of human resource management. Appropriate knowledge of Labour relations and Human Resources Development. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid Code B driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit, compliance prescripts, management of the Approved Post Lists (APL), establishment, control, Human Resource Development and Labour Relations. Good communication skills (written and verbal). Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.
<u>DUTIES</u>	:	Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.
<u>ENQUIRIES</u>	:	Mr T Kau Tel No: (044) 802-4533
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Suitable candidates may be subjected to a competency assessment. The pool of applicants will be considered for similar vacant posts within Rural Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/207</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS) Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.
<u>DUTIES</u>	:	Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	:	Mr T Kau Tel No: (044) 802-4533
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/208</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Directorate: People Development Sub-directorate: Generic People Development & Training
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum education qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Nursing Information Management System (NIMS). Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Extensive knowledge of procedures and processes related to Nursing Information Management System. Appropriate knowledge of Treasury Regulations and Contract Management and PFMA. Appropriate knowledge of drawing up various documents, reports pertaining to nursing information management. Relevant knowledge in People & Financial Management. Sound interpersonal and communication skills, both written and verbal. Computer skills (MS Office, Excel and Word). Training in NIMS and desktop support.
<u>DUTIES</u>	:	Implement operational plans for Nursing Information Management System (NIMS) to support nursing practice. Oversee the development and execution of nursing policies with specific reference to Nursing. Information Management System. Manage and Coordinate Nursing Information Management System (NIMS). Provide support and advice to management as NIMS advisor. Identify, coordinate and monitor resources (People and Financial) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Dr V Makie Tel No: (021) 831-5835
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/209</u>	:	<u>INDUSTRIAL TECHNICIAN: UNIT HEAD – CLINICAL ENGINEERING (OPTICS WORKSHOPS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Appropriate experience with the following equipment: light sources, laser, ENT and various types of scopes (gastro-, colono-, cysto and bronchoscopes, etc. Competencies (knowledge/skills): Knowledge of health technology principles and Excellent ability to do fault finding on medical equipment. Computer literacy (i.e. MS Word, Excel). Ability to compile technical specifications for medical equipment and assist with the tender process.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Optical) equipment and train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Liaise with hospital and private sector staff and reports to the Head of Clinical engineering. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993.
<u>ENQUIRIES</u>	:	Mr LV Niekerk Tel No: (021) 404-4040
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025

<u>POST 38/210</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration as Occupational Therapist with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Occupational Therapist with the HPCSA 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 an Occupational Therapist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills, and computer literacy (MS Office). Knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment and as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Clinical Occupational therapy services at health facility level, district hospital and PHC facilities. Training of self and other staff members. Render community-based occupational therapy service. Administrative duties, complete documentation of all services rendered. Provide health promotion/training and community service interventions. Render mobility assistive device service.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg Tel No: (028) 212-1070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/211</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three years National Diploma / Degree. Experience: Appropriate experience in the field of Human Resource Management. Appropriate experience in the PERSAL system. Inherent

		requirements of the job: Valid (Code B/EB) driver's licence. Willingness to drive between the various PHC Clinics in the sub district if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Ability to provide training. Good interpersonal, communication, presentation and writing skills.
<u>DUTIES</u>	:	Responsible for co-ordination, supervision and control of components as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render support, training and advisory service with regard to personnel administration and human resource management, as well as monitoring of compliance. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Coordinate the recruitment and selection process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr WA Phillipus Tel No: (023) 316-9601
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/212</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Vredendal Hospital, Matzikama Sub-district
	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree in Financial Management. Experience: Appropriate and proven experience in Finance/Revenue and Supply Chain Management with sound knowledge of all financial systems: BAS, LOGIS. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Sound knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organisational and leadership skills with good interpersonal relations. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (EPS) as well as Microsoft Office.
<u>DUTIES</u>	:	Manage all requirements in respect of Financial Administration for the Hospital and Sub-district. Responsible for overall management for all Supply Chain Management functions and Asset administration. Effective management of the Revenue and Admissions Sections. Support to Supervisor. Manage all People Management related functions allocated to the post of SAO within the SCM and Finance components.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CA Davids Tel No: (027) 213-2038/6
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/213</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Administration, in all aspects of personnel and salary administration. Appropriate experience in the PERSAL system. Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. -Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).

<u>DUTIES</u>	:	Coordinate, implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, commuted overtime, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide effective and efficient assistance and support to clients, personnel, management and supervisors. Provide in-service training of personnel within the relevant section. Manage and supervise the general staff office with a very high workload, which are responsible for all personnel and related matters. Provide support in the administration processes of E-Disclosure, ORW Declarations. Application of the OSD regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr CD Wehr Tel No: (021) 404-2306
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/214</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, Patient Administration Reception and Medical Records Management. Appropriate supervision experience. Competencies (knowledge/skills): Appropriate knowledge and experience of information systems such as HIS, CLINICOM, SINJANI, JAC, including the Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18. Computer literacy. Good interpersonal relations and communication skills. Leadership skills.
<u>DUTIES</u>	:	Overall management and supervision of Information Management, Patient Administration Reception and Medical Records Components. Monitor, control, analyse, interpret and report monthly statistics of the hospital. Maintain patient information systems and data quality. Ensure training and competency for all relevant hospital staff on Information and Patient Administration systems. Maintain effective Medical Records and Registry. Ensure compliance to audit requirements.
<u>ENQUIRIES</u>	:	Mr E Swanepoel Tel No: (021) 659-5567
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/215</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions

		(SACSSP) as Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom). Appropriate social work experience in psychiatry, Intellectual Disability, inpatient and outpatient social work services.
<u>DUTIES</u>	:	Conduct psycho-social assessments of mental health care users. Provide users and family members with psycho-educational services with regards to mental health diagnosis, recovery principles, addiction and dual diagnosis. Address social issues that might impede the user's ability to recover timeously with the MDT. Contribute to well-developed exit plans for users. Linking of high-risk users and families to relevant support structures in the community. Recording of user information in accordance with relevant professional, and legal guidelines. Information management: Collecting statistical and operational data. Quality service outputs through participation in continued professional development.
<u>ENQUIRIES</u>	:	Ms N Mfiki Tel No: (021) 370-1403
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/216</u>	:	<u>INDUSTRIAL TECHNICIAN (CLINICAL ENGINEERING: ELECTRONICS WORKSHOP)</u> Directorate: Health Technology
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Clinical Engineering, Goodwood)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or National Diploma in Mechatronics, or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic or related medical equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health. Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.

		Advanced knowledge of managing, planning and organizing maintenance schedules.
<u>ENQUIRIES</u>	:	Mr W Padayachee Tel No: (021) 590-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/217</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex (Brooklyn Chest Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in supply chain management (warehouse and procurement) Appropriate supervisory experience. Appropriate working experience on Logis system. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Office)
<u>DUTIES</u>	:	Effective and efficient warehouse management including management of the interim and annual financial stock take. Demand and acquisition management of goods related to the warehouse. Ensure audit compliance, prepare, provide feedback and initiate actions plans of the monthly compliance audits related to stock management. Monthly warehouse reporting and assistance to supervisor. Overall supervision and human resource management of the warehouse.
<u>ENQUIRIES</u>	:	Mr B Silwanyana Tel No: (021) 508-7451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a written and oral assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/218</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL). Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Appropriate knowledge of Recruitment and Selection. Appropriate knowledge of People Management related policies and procedures in the Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills.
<u>DUTIES</u>	:	Payroll Administration: Personnel Provisioning and Service Terminations, i.e. processing of appointments and ensuring the correct administration process for service terminations. Ensuring the correct processing of Service Benefits i.e. Housing benefit, leave administration, general service benefits and ensuring effective human resource management systems and practices are in place. Provide an effective general and transversal employment practices

		service. Monitoring, evaluation and correction of audit reports. Manage and control of subordinates and support to supervisor.
<u>ENQUIRIES</u>	:	Mr WA Phillipus Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/219</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (TRANSPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital (Northern/Tygerberg Sub-structure Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the procedures and prescripts in Government Transport and Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Willingness to travel within the Sub-structure. Competencies (knowledge/skills): Good computer skills (MS Office, Excel and PowerPoint). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2020 and Government Motor Transport Handbook. Good interpersonal communication skills, organizational skills and the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Coordinate and supervise the operations and administrative service of the Transport Section. Provide a support function to the supervisor regarding prevention and misuse of Government Motor Transport and fraud investigation, ensure that vehicles are maintained (roadworthy), clean, regularly serviced and inspected). Compiling and submitting monthly reports for GG-vehicles and verifying GG-leases for Metro institutions, analyzing tracking reports to identify, confirm report possible fraud and misuse cases. Administer and monitor service contracts (e.g., security, waste, gardening, pest control), ensuring compliance and applying penalties for non-performance. Provide general administrative support, attend meetings, conduct site visits, and respond to internal and external queries. Supervision of staff, training of staff, manage leave and performance, and ensure compliance with HR policies and disciplinary procedures.
<u>ENQUIRIES</u>	:	Mr R Zoutman Tel No: (021) 815-8874
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/220</u>	:	<u>FOOD SERVICES MANAGER</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A three-year diploma/degree or equivalent in Food Service or Hospitality Management. Experience: Appropriate experience in a Food Services or Hospitality environment. Appropriate supervisory experience. Inherent requirements of the job: The Food Services Component renders a 7- day week function. The successful candidate will be required to work shifts and weekends. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Conversant with the Labour Relations Act, Food Services Policies and the Occupational Health and Safety Act. Manage and empowering a very large staff team, drawing up and implementing training schedules.
<u>DUTIES</u>	:	Operationally manage the food preparation, distribution and serving of meals in the Food Services Department. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team including equipment and utensils. Ordering of food consumables and Vendor Contract Management. Enact Human Resource Management when required, inclusive of leave, disciplinary code of conduct, time keeping, filling of vacant posts in the Department etc. Manage financial resources inclusive of the food costing and weekly statistics.
<u>ENQUIRIES</u>	:	Mr R de Jager Tel No: (021) 404-2263

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. -Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/221</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Carnation Ward (based at Mitchells Plain District Hospital) 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 Professional Nurse. Registration with the Professions Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts, weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Willingness to rotate between EC hub and Overnight ward. Willingness to assist at Mitchell's Plain District Hospital when need arises. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Geswindt Tel No: (021) 377-4410 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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). The pool of applications will be considered for vacancies within Mitchell's Plain Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration

		with the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Direct client care through provision of optimal, holistic nursing care. Stakeholder engagement. Education and training. Administration and Service delivery design and support. Monitoring and Evaluation.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/223</u>	:	<u>ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in medical records and Admissions department within a hospital environment. Inherent requirements of the job: Willingness to work shift and overtime when required. Must be willing to relief personnel. Ability to do physical hard work. Competencies (knowledge/skills): Good interpersonal communication. Ability to function in a group. Computer literacy (Word and excel and outlook).
<u>DUTIES</u>	:	Responsible for folder management: Daily filling of folders, ensure to merge duplicate folders. Medical records tracking. Handle request for folders from various sections. Archiving inactive folders. Folder disposal according to relevant acts prescripts. Register patients and asses' patients according to Hospital Memorandum 18 and UPFS manual. Maintain patient appointment system.
<u>ENQUIRIES</u>	:	Ms V Ratshana Tel No: (022) 487-9341
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/224</u>	:	<u>ADMINISTRATION CLERK: FINANCE (BUDGET AND EXPENDITURE)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	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 a Finance Department. Competencies (knowledge/skills): Knowledge of Assets and Liabilities accounts. Knowledge of Public Finance Management Act.

		Knowledge of BAS and knowledge of PERSAL. Good communication skills (verbal and written). Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Filing of documentation. Render clerical assistance to the Senior Admin Officer in the Finance Control section. Control, manage and clear various Assets and Liabilities accounts. Allocate Cash Receipts. Capture BAS payments, Journal entries and Debt take on's.
<u>ENQUIRIES</u>	:	Ms C Munnik Tel No: (021) 404-2214
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/225</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirement of the job: Willingness to relieve other Ward Clerks. Competencies (knowledge/skills): Good interpersonal and organisational skills. Computer literacy (MS Office). Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent verbal and written communication skills. Working knowledge of the Clinicom and LOGIS systems.
<u>DUTIES</u>	:	Administrative functions within the Ward. Duties regarding the availability of adequate stock (consumables) in the nursing unit. Data collection. Support to the supervisor.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar Tel No: (027) 213-2038
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/226</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in stock handling. Appropriate work experience on the LOGIS system. Appropriate experience in a Supply Chain management environment and/or within Health Sector Commodities. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Computer literacy (i.e. MS Word, Excel, Power point and Outlook). Sound communication, organizational and interpersonal skills. Appropriate Knowledge of Supply Chain Management processes, PFMA and the Accounting Officers System. Appropriate Knowledge of LOGIS, EPS and ESL.
<u>DUTIES</u>	:	Receiving, packing, unpacking, storage and issuing stock according to standards. Safe keeping of equipment and stock (consumables and inventory) in the stores. Ensure effective Stock Control procedures are maintained and enforced. Keep the store neat, tidy and clean to comply with safety regulations. Completion and capturing of requisitions, receipt voucher, issue voucher on LOGIS and file for audit purposes. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering stock i.e. completion of PA, etc. Ensure Inventory stock takes and regular spot

		checks. Demand and acquisition management of goods and services. Advertising requests on the EPS and conducting SCM evaluations according to SCM prescripts. Prepare procurement batches for the Quotation committee. Placing orders with suppliers and maintaining accurate filing systems. Emergency procurement process. Infrastructure related (16B) procurement. Address supplier and user queries.
<u>ENQUIRIES</u>	:	Ms B Morrie Tel No: (021) 860 2760 or email: Bjorly.Morrie@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/227</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (FINANCE INCOME/ADMISSIONS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/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 a hospital and patient fees environment. Inherent requirement of the job: Willingness to work overtime and as reliever for the Admissions section. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good interpersonal and organisational skills, and computer literacy (MS Office). Good verbal and written communication skills. Knowledge of Uniform Patient Fees Schedule (UPFS), Hospital Memorandum 18 and Public Finance Management Act (PFMA). Knowledge of Clinicom and AR systems.
<u>DUTIES</u>	:	Rendering of billing services to in-patients - control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients. Rendering of billing services to out-patients. Follow-up procedures and release of invoices. Patient administration support services, including the printing of reports to identify all State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patients admitted and discharged. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.
<u>ENQUIRIES</u>	:	Ms CA Davids Tel No: (027) 213-2038
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/228</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate PERSAL experience. Appropriate Human Resource Management experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Good communication and interpersonal skills. Ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Ability to function in a stressful environment, cope with a heavy workload and meet deadlines. Appropriate planning, prioritization, organization and administrative skills. Knowledge of People Management Legislation and Policies in the Public Service.
<u>DUTIES</u>	:	Responsible for appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handle all aspects pertaining to Human Resource Management, i.e. salary matters, leave, housing allowances and pension matters. Handle all personnel queries and correspondence. Audit personnel and leave folders. File all personnel related documents.

<u>ENQUIRIES</u>	:	Ms N Wyngaard Tel No: (021) 402-6521
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/229</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Wes Coast District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Klawer Clinic (1 post) Doringbaai Satellite Clinic, Lutzville (1 post) Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the Professions Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to travel to and support other Clinics in the Sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication skills and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients on PHC level. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Effective functioning within the multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 213-4070
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Matzikama Sub-District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/230</u>	:	<u>FOREMAN: GROUND SERVICES</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education & Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in grounds. Inherent requirement of the job: Performing strenuous tasks, including heavy lifting and being on foot for extended periods. Ability to work in extreme weather conditions. A valid driver's licence (B/EB). Competencies (knowledge/skills): Knowledge of petrol- and diesel-powered equipment, as well as a broad range

		of gardening tools. Proficient in the operation of irrigation systems and skilled in routine maintenance of gardening equipment. Understanding of Health & Safety regulations relevant to groundskeeping. Good organisational and planning skills. Demonstrated commitment to service excellence. Computer literacy (MS Office: Word & Excel & Outlook).
<u>DUTIES</u>	:	Plan, coordinate and oversee all ground-related tasks, ensuring efficient and high quality service delivery. Supervise and manage grounds personnel, including performance management, conflict management and disciplinary processes. Training of staff in proper procedures using gardening and other related tools and equipment. Provide support to Supervisor and assist with operational needs as required.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/231</u>	:	<u>HOUSEKEEPING SUPERVISOR (SUPPORT SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience as a supervisor. Appropriate experience in a Linen Bank environment. Appropriate experience in the management of a Residence. Inherent requirement of the job: Valid (Code B/EB) drivers' licence with PDP. Competencies (knowledge/skills): Applied knowledge of the linen management process (clean, soiled, mending, condemning of linen). Applied knowledge of the operational management of a Residence. Applied knowledge of the issuing and condemning of uniforms for staff. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Effective management of linen services (soiled, clean, infected, infested). Effective management of condemned and mending of linen. Effective management of stock control and issuing of uniforms to staff. Effective management of a Residence. Effective supervision of staff in the Linen Bank and Residence.
<u>ENQUIRIES</u>	:	Ms A van Blerk Tel No: (044) 802-4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/232</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirement of the job: Must be willing to work night shift and extended hours. Competencies (knowledge/skills): Sound interpersonal and organising skills. Knowledge of the disciplinary code and procedure for the Public Service. Appropriate recognisable supervisory housekeeping experience in rendering a support function to management. Good verbal and written communication skills. Good counselling, decision-making and problem-solving skills. Knowledge of infection control, occupational health and safety.
<u>DUTIES</u>	:	Perform effective supervision of routine cleaning in and around the building, offices and dissection areas by utilising the available resources. Effectively manage and utilise physical and financial resources. Effectively support the supervisor by establishing a hygienic environment.

<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 363-2814
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/233</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, linen and housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Overtime and relief work in other wards to ensure effective provision of services. Physically fit and able to lift items. Competencies (knowledge/skills): Proper working knowledge of all cleaning and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel).
<u>DUTIES</u>	:	Maintain a high standard of cleanliness and hygiene within the hospital ward/department. Effective management and utilization of physical and financial resources. Support, guide and direct personnel under his/her supervision. Effective communication, using the correct channels of communication.
<u>ENQUIRIES</u>	:	Mr L Wagenaar Tel No: (027) 213-2035
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/234</u>	:	<u>LAUNDRY SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in laundry services in a hospital environment. Inherent requirements of the job: Willingness to do manual labor (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Proper working knowledge of all laundry/linen policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of inventory/stock control. Ability to work in a team and independently. Computer literacy (Microsoft Word and Excel). Good communication skills.
<u>DUTIES</u>	:	Supervise and evaluate laundry staff, ensure staff perform optimally and perform routine inspections to ensure staff adheres to procedures. Compile and submit monthly statistics and schedule maintenance of equipment. Perform stock taking and record keeping of linen/clothing. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well as related HR matters.
<u>ENQUIRIES</u>	:	Mr D Snell Tel No: (027) 213-2035
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/235</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Nelspoort Hospital
<u>REQUIREMENT</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willing to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Ms S Frieslaar Tel No: (023) 416-1600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/236</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	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. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Maintaining professional growth, Ethical standards, and

		self-development. Provide ongoing health education to patient and next of kin. Record Keeping.
<u>ENQUIRIES</u>	:	Ms B Wiener Tel No: (021) 503 5000 ext. 5030
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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)". The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/237</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (BRACKENGATE TCF NURSING SERVICES) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE</u>	:	Brackengate Transitional Care Facility
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with the Professions Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills. Ability to work in a multi-disciplinary team. Enhance patient care through the implementation of SOPs, policies and guidelines. Appropriate experience in a hospital setting.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and self-development. Provide ongoing health education to patients and next of kin. Record Keeping. -Effective utilization of physical and financial resources.
<u>ENQUIRIES</u>	:	Ms D Booysen Tel No: (021) 834-5832
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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). The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/238</u>	:	<u>PRINCIPAL PORTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 / STD7. Experience: Appropriate supervisory experience of staff and mortuary administration. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to work night shifts, public holidays, weekends, overtime and be on standby. Competencies (knowledge/ skills): Computer skills (MS Office, Excel and Word). Knowledge of applicable death administration legislations and relevant policies. Knowledge of infection prevention and control.
<u>DUTIES</u>	:	Responsible for overall supervision and management of Porters. Management of mortuary equipment, assets and consumables. Ensure effective and efficient mortuary administration and handling of bodies. To provide an effective and efficient support to Support Services Managers.
<u>ENQUIRIES</u>	:	Mr A Basson Tel No: (021) 918-1335
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ written and oral assessment. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/239</u>	:	<u>SECURITY OFFICER (X6 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with the Professions Council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience. Inherent requirements of the job: To work shifts including weekends, public holidays. Perform Standby duties. Must have a valid driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Be responsible and diligent and ability to work under pressure and the ability to work in a team as well as independently and change to any shift when required. Must be physically fit Knowledge of security related prescripts, regulations and procedures as well as Basic knowledge of the Occupational Health & Safety Act.
<u>DUTIES</u>	:	Ensure access/egress control, patrolling of buildings, parking areas and perimeter fencing. Investigation of crimes, incidents and security breaches and taking and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo Tel No: (021) 404-3111
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. -Shortlisted candidates may be subjected to a practical test as part of the recruitment process.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/240</u>	:	<u>FOOD SERVICES AID (SUPPORT SERVICES)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<u>ENQUIRIES</u>	:	Ms M Greyling Tel No: (044) 802-4423
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/241</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver using GG vehicles. Inherent requirements of the job: Valid (Code B/EB) drivers' licence with PDP. Willingness to perform standby and overtime to meet the operational requirements. Competencies (knowledge/skills): Applied knowledge of the Transport Handbook 1 of 2019. Computer literacy (MS Office: Word, Excel, Outlook).
<u>DUTIES</u>	:	Effective transport of official passengers, post, packages, equipment and specimens. Effective transport of blood to and from the blood bank. Maintenance of GG vehicles. Support to supervisor.
<u>ENQUIRIES</u>	:	Ms A Van Blerk Tel No: (044) 802-4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/242</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Gustrouw/Rusthof CHC, Khayelitsha Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid code (B/EB) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime and perform relief duties. Competencies (knowledge/skills): Good verbal and written and communication skills. The ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000.

		Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Sober habits and physical fit to lift and load heavy items. Ability to read and comprehend road directions and traffic signs.
<u>DUTIES</u>	:	Ensure an efficient and effective transport service. Ensuring the accurate completion of logbooks. Adhere to departmental codes and procedures. Conduct routine maintenance, inspecting GG vehicles and timely reporting of defects. Ensure an effective daily transport administration and support to Supervisor. Ensure vehicles and garage areas are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
<u>ENQUIRIES</u>	:	Ms A Salie Tel No: (021) 845-8384
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/243</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate driving experience. Inherent requirement of the job: A valid (Code B/EB) driver's license. A valid PDP. Will be expected to perform after hours standby duties. Competencies (knowledge/skills): Communication skills. Knowledge of Transport Regulations. The ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Transport official passengers, post, packages and equipment. Effective delivery and collection of all blood products. Maintenance PA safety and cleaning of Government Vehicles. Delivery of medication, goods and equipment within the PGWC. Routine inspection of vehicles and reporting of defects. Routine administration. Relieve duties and standby duties
<u>ENQUIRIES</u>	:	Ms J van der Riel Tel No: (021) 799-1270
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment. The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/244</u>	:	<u>MESSENGER</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate messenger and registry experience. Inherent requirement of the job: Ability to pick up heavy bags filled with post and goods. Competencies (knowledge/skills): Must be a dedicated, a team player, innovative, self-motivated and have good memory skills. Good verbal and written communication skills. Planning, organising and client orientation skills.
<u>DUTIES</u>	:	Collecting, delivering and distributing all files, posts and correspondence to and from various departments and wards. Making photocopies for all departments in bulk. Maintain a high standard of cleanliness, hygiene and safe environment. Provide a supporting service to the supervisor and assist with operational needs as required. Handle all documentation confidentially. Effective and efficiently manage postal services.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 October 2025

DEPARTMENT OF INFRASTRUCTURE

<u>APPLICATIONS</u>	:	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
<u>CLOSING DATE</u>	:	10 November 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, 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

<u>POST 38/245</u>	:	<u>DEPUTY DIRECTOR: MOVABLE ASSET MANAGEMENT 2 REF NO: DOI 136/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years related financial/asset management experience at supervisory/management level. Competencies: 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; Knowledge and understanding of 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; 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; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis.
<u>DUTIES</u>	:	Maintenance of movable assets; Facilitate and manage the safeguarding of assets; Handle disposals of movable assets; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Pauline van der Merwe Tel No: (021) 483 8915
<u>POST 38/246</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 28/2025 R1 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R391 671 per annum Grade C: R586 665 per annum
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Geotechnical 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.

- 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; The following will be advantageous: Working 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 working knowledge of MS Office suite.
- ENQUIRIES** :
- Mr NJ van Gass Tel No: (021) 483 5160

DEPARTMENT OF LOCAL GOVERNMENT

- 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** :
- 10 November 2025
- NOTE** :
- Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, 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 38/247** :
- ASSISTANT DIRECTOR: THUSONG PROGRAMME MANAGEMENT (REGION B) REF NO: LG 32/2025 (X2 POSTS)**
- SALARY** :
- R468 459 - R561 894 per annum (Level 09)
- CENTRE** :
- Department of Local Government, Western Cape Government
- REQUIREMENTS** :
- An appropriate 3 years National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years relevant experience. Competencies: Knowledge and understanding of the following: Working experience with the 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; 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; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; 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.

DUTIES : Operational implementation of the Thusong Programme, Thusong Service Centres and Outreach Project; Monitor, evaluate and report on progress of the Thusong Programme; To assist with strategic management in terms of inputs and support to the sub-directorate; Managerial functions; Training and experience in Community Development will be advantageous.

ENQUIRIES : Abigail Robinson Tel No: (021) 483 5106 or Ntombentsha Mbadlanyana Tel No: (021) 483 9016

POST 38/248 : **PERSONAL ASSISTANT: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 30/2025**

SALARY : R325 101 – R 382 959 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team Language and communication skills (written and verbal); Good telephone etiquette; Sound organisational skills; Do research and analyse documents and situations; Willingness to work irregular hours when required; It will be advantageous to have 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.

DUTIES : Provide a secretarial/receptionist support service to the Director; Renders administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directorate's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr R van Vuren Tel No: (021) 483 9077

POST 38/249 : **ADMINISTRATION CLERK: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 31/2025**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Relevant legislation/policies/prescripts and procedures; Financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Good telephone etiquette; Sound organisational skills; It will be advantageous to have 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.

DUTIES : Provide administrative support to integrated development planning with regard to administrative, financial, human resource management and communication needs; Provide administrative support to IDP support actions to municipalities on integrated development planning; Provide administrative support to the Director and middle managers regarding meetings; Support middle managers with the administration; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Mr I Mckenzie Tel No: (021) 483 3683

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 : 10 November 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a

practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, 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 38/250 : **DEPUTY DIRECTOR: GOVERNANCE AND DEMAND MANAGEMENT REF NO: WCMD 114/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management or Supply Chain Management; A minimum of 3 years relevant supply chain management experience in a governance and demand management working environment at supervisory level/management level (ASD); 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Procurement and provisioning services; Procurement and tendering processes; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes, circulars; Public Service Ant-corruption Strategy; Supply Chain Management Guide to Accounting Officers and Authorities; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Relevant delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures, Government financial systems; Public sector supply chain management models and processes; Strategic sourcing process across broad range of commodities in a Goods and Services environment; Mobility procurement market; Contract management, including legal aspects in supply chain management and ability to draft heads of terms and input to SLA negotiations; Supply chain management AOS, Delegations. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory.

DUTIES : Render a service with regard to compliance and performance management; Render a demand management service; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.

ENQUIRIES : Ms S Moodley Tel No: (021) 483 8970

POST 38/251 : **ASSISTANT DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: WCMD 107/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 3 years experience at supervisory level in a road safety management working environment or related fields; 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 the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of heavy-duty driver training assistance; Monitoring of services rendered by driver training schools; Project management; Operational management practices; Procurement and tendering processes; Public service

		procedures, processes and systems; Public finance, human resources and discourse management processes; Skills needed: Proven computer literacy; Written and verbal communication; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Oversee the planning of road safety education and awareness interventions in the Metro Region; Ensure that the road safety targets are reached in the Metro Region to enhance road safety and service delivery; Accounting for progress and performance; Competent asset stewardship; Managerial functions.
<u>ENQUIRIES</u>	:	Ms. NAN September Tel No: (021) 483 6971
<u>POST 38/252</u>	:	<u>ASSISTANT DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 108/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in information systems, business analysis/management or project management; A minimum of 3 years supervisory level 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Transport related regulatory, legislation policies and frameworks; 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; Public service procedures, processes and systems.
<u>DUTIES</u>	:	Provide ITH data and technology management; Assist with data integration and management; Participate with stakeholder engagement and collaboration; Ensure adherence to risk management and compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems.
<u>ENQUIRIES</u>	:	Ms SE Rautenbach Tel No: (021) 483 6904
<u>POST 38/253</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 03/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting or similar environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System).
<u>DUTIES</u>	:	Collection and recording of revenue; Reporting; Clearance of balances in the assets and liabilities accounts; Supervise employees to ensure an effective financial accounting service; It will be advantageous to have experience in a financial accounting and/or management accounting environment.
<u>ENQUIRIES</u>	:	Ms L Mars Tel No: (021) 483 4209
<u>POST 38/254</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 36/2024 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control or governance working environment; 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 and understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.

DUTIES : Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.

ENQUIRIES : Ms L Mars Tel No: (021) 483 4209

POST 38/255 : **ASSISTANT DIRECTOR: VEHICLE REGULATION AND STANDARD REF NO: WCMD 97/2025 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level 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: Registration, suspension and cancellation of vehicle testing stations (VTS's); Regarding the management of the registration, suspension and cancellation of manufacturers of number plates (MNP's); Management of the registration, suspension and cancellation of manufacturers, importers and builders (MIB's); Management of the registration, suspension and cancellation of authorised officers; Management of the memorandums of agreement with vehicle testing stations; Project management; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Planning; Organising; Analytical; Report-writing; Written and verbal communication; Presentation; Inter-personal; Problem-solving; Supervisory; Ability to work under pressure; Willingness to travel frequently and work irregular hours to meet tight deadlines.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures, in line with legislative and financial requirements, regarding the following Vehicle Regulation and Standard aspects: Registration, suspension and cancellation of: Vehicle testing stations (VTS's); Manufacturers of number plates (MNP's); Manufacturers, importers and builders (MIB's); Authorised officers; Advise management and compile submissions to management regarding: - Registration, suspension and cancellation of: Vehicle testing stations (VTS's); Manufacturers of number plates (MNP's); Manufacturers, importers and builders (MIB's); Authorised officers; Liaison and communication with various clients / stakeholders; Managerial functions.

ENQUIRIES : Mr CC Majiedt Tel No: (021) 483 4204

POST 38/256 : **PRINCIPAL ROAD SAFETY OFFICER REF NO: WCMD 104/2025**

SALARY : R397 116 - R467 790 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) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1 year experience in a road safety management working environment or related fields.; 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 in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety interventions in the Metro: East/North Region; Accounting for progress and performance; Render support to achieve road safety targets in the Metro: East/North Region in accordance with set standards to enhance service delivery; Competent stewardship.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/257</u>	:	<u>PRINCIPAL ROAD SAFETY OFFICER (GEORGE) REF NO: WCMD 105/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education, Communication, Public Relations, Project Management and Social Science; A minimum of 1 year experience in a road safety management working environment or related fields.; 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 in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office.
<u>DUTIES</u>	:	Render support with the planning and execution of road safety intel Knowledge in the following: Provisioning of traffic safety education; Planning and execution of road safety interventions; Creation of awareness and inform road users of traffic safety projects and road safety issues; Marketing of products and services to a variety of target groups; Planning of: Strategy planning process; Project management process; Strategic thinking process; Performance management process; General support systems; Skills needed: Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Organising; Problem-solving; Report-writing; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from office. Interventions in the Metro: East/North Region; Accounting for progress and performance; Render support to achieve road safety targets in the Metro: East/North Region in accordance with set standards to enhance service delivery; Competent stewardship.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/258</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: QUALITY MANAGEMENT AND EVALUATION (BRACKENFELL) REF NO: WCMD 106/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior certificate or equivalent 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.
<u>DUTIES</u>	:	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 law enforcement programmes provided by external providers; Performing ad-hoc task as required by chief directorate.
<u>ENQUIRIES</u>	:	Mr HP Arendse Tel No: (021) 983 1526.
<u>POST 38/259</u>	:	<u>AUDIT ADMINISTRATOR: TRAFFIC LAW ADMINISTRATION: METRO REF NO: WCMD 30/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification; A minimum of 3 years relevant eNaTIS and administrative experience; A valid Code B or higher driving licence or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial eNaTIS Security Policy; National Traffic Information System (eNaTIS).Skills in the following: Numeracy; Literacy; Computer Literacy; Communication; Language; Project Management; Planning; Organising; Research; Analytical thinking; Problem-solving; Decision-making; Accounting; Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analysis and processing of information.
<u>DUTIES</u>	:	Plan audit activities in line with Annual Performance Plan targets; Audit eNaTIS transactions performed at Registering Authorities; Compile and issue audit reports; Administrative duties in respect of audits performed.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<u>POST 38/260</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: WCMD 103/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Transport related regulatory, legislation policies and frameworks; Public Finance Management Act (PFMA), 1999 ,National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Relevant software packages and sound application of relevant computer programmes; General office administration and database management; General support systems; Information and Record Management/Administration. Skills needed: Numeracy, Literacy, Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem—solving.
<u>DUTIES</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification; A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.
<u>ENQUIRIES</u>	:	Mr BB Ngcebetsha Tel No: (021) 483 7844
<u>POST 38/261</u>	:	<u>ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (PAROW) REF NO: WCMD 109/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative support experience in a Road Safety Management working environment. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post lists, expenditure commitment reports; Chief Directorate's strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes; Computer-based information systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Written and verbal communication; Organising; Planning; Problem—solving.
<u>DUTIES</u>	:	Render administrative support services; Coordinate monitoring and evaluation; 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.
<u>ENQUIRIES</u>	:	Ms NAN September Tel No: (021) 483 6971
<u>POST 38/262</u>	:	<u>ADMINISTRATIVE OFFICER: STRATEGIC SUPPORT REF NO: WCMD 110/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 years relevant administrative support experience in a Strategic Management Support working environment. Competencies: Knowledge of the following: Government strategic planning processes, practices and policies; Financial management, monitoring and reporting procedures and systems; General office administration and database management; Procurement processes; Computer-based information systems. Skills needed: Strategic Thinking and Planning; Analytical and Problem-solving; Project Management; Computer Literacy; Accounting, Finance and Audit; Economic and Statistical Analysis; Ability to interpret data and trends for strategic decision-making; Ability to conduct research and synthesise findings for reports and planning; Written and verbal communication; Organising; Planning; Ability to interpret data and trends for strategic decision-making; Ability to conduct research synthesise findings for reports and planning.
<u>DUTIES</u>	:	Render strategic planning and coordination of administrative support services; Coordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the Sub-Directorate for supply chain management activities; Render governance and compliance with regard to strategic planning legislative frameworks; Render supervisory functions.
<u>ENQUIRIES</u>	:	Ms P Mndita Tel No: (021) 483 0972
<u>POST 38/263</u>	:	<u>ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: WCMD 111/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant administrative support experience in a Land Transport Safety working environment; 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: Transport related regulatory, legislation policies and frameworks; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project management; Operational management practices; Administrative procedures and processes; Procurement and tendering processes; Public service procedures, processes and systems; General office administration and database management; General support systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic,

<u>DUTIES</u>	:	Financial and Statistical Analysis; Legal Administration; Basic Research; Analytical; Organising; Planning; Time Management; Problem—solving.
	:	Render line administrative support services to the Sub-Directorate; Provide support services to meetings, planning sessions and workshops; Render research support services; Render financial support services.
<u>ENQUIRIES</u>	:	Mr G Spannenberg Tel No: (021) 483 6925
<u>POST 38/264</u>	:	<u>ADMINISTRATION CLERK: LAND TRANSPORT SAFETY PROMOTION, REF NO: WCMD 112/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Computer; Planning and organising; Verbal and Written Communication; Numeracy; Literacy; Interpersonal Relations; Flexibility; Teamwork; Customer care; Creative thinking; Decision making.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the Sub-Directorate; Provide personnel administration clerical support services within the Sub-Directorate; Provide financial administration support services in the Sub-Directorate; It will be advantageous to have administrative support experience.
<u>ENQUIRIES</u>	:	Ms BC Mboya Tel No: (021) 483 7853
<u>POST 38/265</u>	:	<u>ADMINISTRATION CLERK: LOGISTICS/REGISTRY (BRACKENFELL) REF NO: WCMD 113/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); 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: A good understanding of the following: Legislative framework governing the public service; Clerical duties, practices as well as the ability to capture data, operate computer and collect statistics; Working procedures in terms of the working environment; Relevant legislation and procedures regarding logistics, procurement and asset management; Departmental practices, processes and procedures; LOGIS or similar system. Skills needed: Numeracy and literacy; Written and verbal communication; Proven computer literacy; Interpersonal relations; Planning and organising; Research; Interpretation; Decision making; Results and quality management; Problem solving; Writing and reporting; Teamwork; Flexibility; Analytical; Innovation.
<u>DUTIES</u>	:	Administer the following: Logistical processes; Asset register/inventories for the Gene Louw Traffic College; Provisioning processes; Loss control register of the Gene Louw Traffic College; It will be advantageous to have administrative experience covering the relevant areas of logistics, procurement and asset management; It would be advantageous to have administrative experience; The successful candidate must be physically fit and need to carry heavy equipment and boxes.
<u>ENQUIRIES</u>	:	Ms L Phillips Tel No: (021) 983 1505/1500
<u>POST 38/266</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 22/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 – R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL, BAS, LOGIS); Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills

needed: Written and verbal communication; Proven computer literacy; Planning and Organising; Interpersonal Relations; Flexibility; Teamwork; Accuracy; Aptitude of Figures; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : Financial Accounting: Render financial accounting transactions; Receive invoices (e.g. payment vouchers and PERSAL claims); Check invoices for correctness, verification and approval (internal control); Process invoices (e.g. capture payments); Filing of all documents; Perform Bookkeeping support services; Capture all financial transactions; Clear ledger accounts; Compile journals; Provide payment office clerical support services within the component; Render support with reporting responsibilities; Provide financial administration support services in the component; It would be advantageous to have experience in a financial accounting and/or management accounting working environment.

ENQUIRIES : Ms A Matthews Tel No: (021) 483 2931.

DEPARTMENT OF THE 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 : 10 November 2025

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, 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 38/267 : **PROJECT MANAGER: EDUCATION AND CULTURAL AFFAIRS AND SPORT (IT TRAINING UNIT)- GEORGE REF NO: DOTP 86/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management, Information Technology or Training/Human Resource Development (HRD); A minimum of 3 years Project Management experience in a training environment; 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cashflow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape Government; 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 and policies of the Western Cape Government; Labour Relations legislation and regulations; Performance management in general; Project Management best practices, theory and methodology (PMBOK, Prince 2; Agile); Training and learning methodologies. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Financial Management and Audit strategic planning; Risk management and Monitoring and Evaluation; Procurement and supply chain processes; Budgeting, reporting, stakeholder engagement; Facilitation and problem-solving.

<u>DUTIES</u>	:	Facilitate project planning and allocation; Manage and coordinate project execution; Monitor, evaluate and report on projects; Oversee financial management for specific projects; Facilitate stakeholder engagement advocacy and communication; Ensure project-specific governance, compliance, and risk management; Manage a Learning Management System.
<u>ENQUIRIES</u>	:	Ms R Rhoda Tel No: (021) 900 7111
<u>POST 38/268</u>	:	<u>PROJECT MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 87/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management or Information Technology; A minimum of 3 years Project Management experience in training projects; 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cashflow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape Government; 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 and policies of the Western Cape Government; Labour Relations legislation and regulations; Performance management in general; Project Management best practices, theory and methodology (PMBOK, Prince 2; Agile); Training and learning methodologies. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Financial Management and Audit strategic planning; Risk management and Monitoring and Evaluation; Procurement and supply chain processes; Budgeting, reporting, stakeholder engagement; Facilitation and problem-solving.
<u>DUTIES</u>	:	Facilitate project planning and allocation; Manage and coordinate project execution; Monitor, evaluate and report on projects; Oversee financial management for specific projects; Facilitate stakeholder engagement and communication; Ensure project-specific governance, compliance, and risk management; Manage a Learning Management System.
<u>ENQUIRIES</u>	:	Ms F Mhlongo at Feziwe.mhlongo@westerncape.gov.za
<u>POST 38/269</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT REF NO: DOTP 82/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Department of the Premier, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Computer literacy in MS Office Package; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Booking vehicles on request; Processing and administering applications for the use of vehicles; Daily vehicles inspections for the CBD fleet and management of regional; Vehicle Inspections; Administering traffic violations; It will be advantageous to have a valid (Code B or higher) driving licence.
<u>ENQUIRIES</u>	:	Mr B Dodgen Tel No: (021) 483 2740
<u>POST 38/270</u>	:	<u>REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DOTP 83/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05) Department of the Premier, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties and practices; Legislative framework governing the Public Service; Storage and retrieval procedures in

terms of the working environment. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Ability to capture data and operate computer.

- 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; It will be advantageous to have 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.
- ENQUIRIES** : Ms D Beukes Tel No: (021) 483 9663

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** : 10 November 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, 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 38/271** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 13/2025 R1**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience of financial system administration and user support; 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: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; 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; 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 needed: BI Data analytical skills; Cloud-based Data Warehouse development skills; Dataflows development skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.
- DUTIES** : Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines

relating to all financial system processes; Operational and financial management; It will be advantageous to have experience in the following: Fabric or Azure Designing, building, and maintaining scalable ETL pipelines and data models; Power BI analysis, dashboard development, and data management; Data warehousing skills, including experience in cloud environments (e.g., Azure, Fabric); Automating reporting processes and business workflows.

ENQUIRIES : Mr Xolani Spelete Tel No: (021) 483 5650

POST 38/272 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: PT 34/2025 (X2 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Auditing or Financial Management field; A minimum of 1 year relevant experience in an Internal Control or Governance environment. Competencies: Knowledge in the following: Financial norms and standards (Public Financial management Act, National Treasury Regulations, Provincial Treasury directives/ instructions); Internal control tool and techniques; Legislation, policies, prescripts, etc. e.g., PFMA, Treasury Regulations and Prescripts, Departmental Delegations. Skills needed: Analytical; Ability to analyse, conceptualise and implement policy; Problem solving; Written and verbal communication.

DUTIES : Ensure proper governance; Provide fraud and losses management services; Render Assurance Services; Monitoring of compliance; Maintain financial information and knowledge management.

ENQUIRIES : Mr R Cassiem Tel No: (021) 483 8203

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 10 November 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, 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 38/273 : **OPERATIONAL MANAGER NURSING: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 87/2025**

SALARY : Grade 1: R549 192 –R629 121 per annum, (OSD as prescribed)
 Grade 2: R636 126 – R723 954 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Basic R425 qualification (i.e. Diploma/ Degree in Nursing, Midwifery, Community Nursing Science, Psychiatry) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Registration with the South African Nursing Council (SANC) as a Professional Nurse; A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies: Knowledge of the following: Residential care medical and psychiatric services; Modern systems of governance and administration; Relevant acts, policies and prescripts; Constitutional, legal and institutional arrangements governing the South African public sector; Project Management processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Outstanding planning, organising and people management skills; Problem

<u>DUTIES</u>	:	solving and decision making; Strategic planning skills; Work as part of the multidisciplinary team; A valid code B driving licence will have advantageous.
	:	Monitor and ensure the provision of effective and efficient health and care services to residents throughout adequate nursing care: Networking with all relevant stakeholders within the Health Care sector and the implementation of the MOU with the Department of Health; Ensure availability and access to sufficient resources (human, financial and physical resources); Quality assure services through monitoring and evaluation, auditing of records, analysing data, confidential complaint's procedures and resident satisfactory surveys; Coordinate and quality assure monthly reports and statistics of health care practitioners and the CYCC's; Coordinate and monitor the implementation of care plans and evaluation thereof: Create and enabling environment that is therapeutic and meet the resident(s) need for privacy, well-being and dignity; Monitor and evaluate interventions and progress of resident(s) receiving health care treatment; Bi-weekly discussions of complicated cases (case studies) to ensure effective interventions and development of staff; Ensure and monitor the right of residents to health care information as part of their overall empowerment and development; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Previous experience in youth facility based nursing will be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Buys Tel No: (021) 986 9100
	:	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
<u>POST 38/274</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 86/2025 (X2 POSTS AVAILABLE IN KHAYELITSHA)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R477 564 – R561 378 per annum, (OSD Prescribed)
	:	Department of Social Development, Western Cape Government
	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; 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 needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus; A valid code B driving licence will be advantageous.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Arendse Tel No: (021) 763 6206
	:	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
<u>POST 38/275</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: INSTITUTIONAL CAPACITY BUILDING (ICB) REF NO: DSD 88/2025</u>
<u>SALARY</u>	:	Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed).
	:	Grade 2: R453 201 – R514 470 per annum, (OSD as prescribed)
	:	Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); Grade 1: A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; Grade 2: A minimum of 18 years recognisable experience in Community Development

		after obtaining the required qualification; Grade 3: A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Policy formulation and implementation; Public Service Management Framework Theories and Systems; Skills, attitudes and values in community development; Extensive knowledge of the NPO Act, General Laws Amendment Act, the NPO Capacity Building Framework; NPO Fundraising, policy development and sustainability models; Familiar with the Independent Code, Tax Exemption/18a and legal structures for NPO's; Technical knowledge of NPO Registration and Compliance; Skills in the following: Problem Solving; Facilitation Skills and development of Power Point Presentations; Financial Management; Project Management; Computer Literacy; Communication (Written and Verbal); Management of Databases; Ability to undertake complex research; Manage community development structures and projects; Influence individuals and groups to participate in their own self-empowerment ventures; A valid code B (or higher) driving licence will have advantageous.
<u>DUTIES</u>	:	Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage social relief projects. Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liase/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to social relief programmes; Perform the administrative functions required in the unit; Stakeholder engagements; The facilitation and developing of provincial NPO Capacity Building focussing on Registration and Compliance, Good Governance, Fundraising and Policies; Identify capacity building needs and facilitate capacity building training for government officials.
<u>ENQUIRIES</u>	:	Ms D Dreyers Tel No: (021) 483 4013
<u>APPLICATIONS</u>	:	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
<u>POST 38/276</u>	:	<u>ADMINISTRATION CLERK: YOUTH DEVELOPMENT REF NO: DSD 89/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Relevant job knowledge; Skills needed: Literacy; Numeracy; Presentation; Decision-making; Computer literacy; Interpersonal Skills; Flexibility; Planning and organising; Written and verbal communication.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr J Albanie Tel No: (021) 483 8997
<u>APPLICATIONS</u>	:	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
<u>POST 38/277</u>	:	<u>STAFF NURSE: PROFESSIONAL SERVICES (SIVUYILE SECURE CARE CENTRE) REF NO: DSD 85/2025</u>
<u>SALARY</u>	:	Grade 1: R220 614 – R250 500 per annum Grade 2: R262 287 – R298 932 per annum
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	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. Skills needed: Written and verbal communication skills; Elementary facilitation skills; Responsiveness; Ability to function as part of a team.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms C Benting Tel No: (021) 986 9100
<u>APPLICATIONS</u>	:	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
<u>POST 38/278</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 33/2024 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R192 972 per annum, (as prescribed by OSD) Grade 3: R339 438 per annum, (as prescribed by OSD)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 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 driving licence. 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; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr J du Toit Tel No: (022) 713 2272
<u>APPLICATIONS</u>	:	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