



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2026

DATE ISSUED 06 FEBRUARY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Director-General: Planning, Monitoring & Evaluation with Ref No: 01/2026 was advertised in the Public Service Vacancy Circular 02 dated 23 January 2026 with the extended closing date of 13 February 2026, was advertised erroneously requiring the proof of successful completion of Executive Induction Programme to be submitted before appointment. Only the appointed candidate will be required to attend the Executive Induction Programme after appointment, therefore applicants are not required to be in possession of the certificate.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	03 - 08
BASIC EDUCATION	B	09 - 11
COOPERATIVE GOVERNANCE	C	12 - 14
CORRECTIONAL SERVICES	D	15 - 34
EMPLOYMENT AND LABOUR	E	35 - 39
FORESTRY, FISHERIES AND THE ENVIRONMENT	F	40 - 58
HEALTH	G	59 - 61
HIGHER EDUCATION AND TRAINING	H	62 - 65
INTERNATIONAL RELATIONS AND COOPERATION	I	66 - 69
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	70 - 74
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT	K	75 - 76
NATIONAL TREASURY	L	77 - 80
OFFICE OF THE CHIEF JUSTICE	M	81 - 86
OFFICE OF THE PUBLIC SERVICE COMMISSION	N	87 - 90
TOURISM	O	91 - 93
WATER AND SANITATION	P	94 - 105

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	Q	106 - 107
GAUTENG	R	108
KWAZULU-NATAL	S	109 - 110
LIMPOPO	T	111 - 114
MPUMALANGA	U	115 - 137
NORTHERN CAPE	V	138 - 152
WESTERN CAPE	W	153 - 206

DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	20 February 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised 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 submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

<u>POST 04/01</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/3/1/45/2025</u> Directorate: Office of the Chief Information Officer
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at junior management level in administration environment. Job related knowledge:

Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act. Knowledge on Departmental transversal system (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Knowledge of legislation, policies and procedure: The Constitution, Good governance and Batho-Pele principles, Public Finance Management Act, Public Service Regulations, Government decision making processes, Government systems and structures. Job related skills: Planning and organising skills. Analytical skill. Document management skills. Office management skills. Financial Management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES :

Manage the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Manage the administration support services. Coordinate the development / review of operational / strategic plan. Oversee logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Oversee the drafting of minutes and signing off where applicable. Manage the procurement of goods and services. Manage the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly, and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Manage compliance with regards to the implementation, interpretation and application of administration policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records management policies. Develop administrative policies procedures and provide inputs for policy development. Manage the coordination of human resources support services. Manage all training requirement and activities. Manage the component equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done.

ENQUIRIES : Ms Tsotso Sehoole Tel No: (012) 319 6196
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDASrecruit452025@nda.gov.za

NOTE : EE Target: African Male, Coloured Female and Persons with Disability.

POST 04/02 : **SCIENTIST PRODUCTION GRADE – A REF NO: 3/3/1/41/2025**
 Directorate: Genetic Resources

SALARY : R761 157 per annum, (OSD), (all-inclusive package to be structure in accordance with the OSD rules).

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicant must be in possession of a Grade 12 Certificate and BSc (Hon) in Agricultural Science or Botanical Science or Biological Science. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Job Related Work Experience: Three (3) years' post qualification natural scientific experience. Job Related Knowledge: Plant Breeders' Rights Act. UPOV Convention. Plant morphology. Plant taxonomy/systematics. Plant Breeding. Job Related Skills: Computer skills. Problem solving skills, Communication (oral & written) skills. Planning and organization skills. Research skills. Plant variety evaluations. The candidate will be required to work under harsh environmental conditions, travelling nationally and internationally. A valid Driver's license.

DUTIES : Develop and implement relevant systems, and procedures in terms of the Plant Breeder's Rights Act, and DUS reports from evaluation centres for Agricultural, Vegetables, Fruit and Ornamental Crops. Verifying new applications forms for

completeness, accuracy and relevant fees paid; notify applicants of outstanding issues, before PT registration numbers are issued and opening of files facilitated. Check proposed denominations to be valid by consulting PBR registers, Varietal Lists, UPOV PLUTO database & CPVO database. Draft letters of acknowledgement for Registrars' signatures, signed letters forwarded to relevant official for filling and posting and facilitate submission of application forms and propagation material, where applicable, to the relevant evaluation centres. Receive DUS reports, verify that all required documentation is correct for approved varieties, issues ZA registration numbers and draft PBR certificates and rejection letters for the Registrar's signatures. Facilitate purchasing of DUS reports when applicable. DUS reports, signed PBR certificate and rejection letters forwarded to the relevant official for filling and posting. Provide scientific data, information, and advice with regard to the registration of varieties in terms of Plant Breeder's Rights Act. Provide clients with scientific support and advice related to application forms, technical questionnaires, and any requested information pertaining to application and granting of PBRs. Develop working relations with clients base and other directorates regarding varieties under consideration for Plant Breeder's Rights. Provide relevant information for updating on the Department of Agriculture (DoA) website. Compile and submit relevant PBR statistics (TWP documents and WIPO) to the Registrar for verification and submission thereof to relevant bodies. Compile information requested in terms of PAIA and submit to Registrar for further processing. To perform scientific regulatory function in relation to the administration of the PBR Act. Participate in consultations on South Africa's accession to the UPOV 1991 Convention. Develop SOP's for approval. Provide technical support in drafting amendments to regulations (e.g. tariffs and declarations) and facilitate publication thereof. Provide technical support in drafting of new regulations for the PBR Amendment Act. Research and development in relation to the management of Plant Breeders's Rights. Ensure proper management of registers. Enter the application details of the new application in the register. Enter new information with regard to any changes in status of the applications in the register. Provide updated register to the Registrar for verification. Send the electronic registers to both the Registrar and the evaluation centres quarterly. Compile and review scientific information as per required format for each publication and provide draft publication to the Registrar for editing. Distribute relevant publications to stakeholders. Upload updated merged database online onto PLUTO. Human Capital Management. Mentor, train and develop candidates scientists and other officials to promote skills/knowledge transfer. Monitor administrative services in order to ensure effectiveness and efficiency admin operations with regard to PBR. Manage performance of staff relating to the updating and maintenance of relevant databases. Manage the development of staff.

<u>ENQUIRIES</u>	:	Mr Madzinge Tel No: (012) 319 6084
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPGrecruit412025@nda.gov.za
<u>NOTE</u>	:	EE Target Africans and Indian Males and Coloured Females, and persons with disability.
<u>POST 04/03</u>	:	<u>SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/42/2025 (X3 POSTS)</u> Directorate: Food Safety and Quality Assurance This is a readvertisement, applicants who applied previously need to reapply.
<u>SALARY</u>	:	R391 671 per annum, (OSD)
<u>CENTRE</u>	:	Western Cape (Stellenbosch)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management.

DUTIES

- Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
- : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.

**ENQUIRIES
APPLICATIONS**

- : Dr A Seepe Tel No: (012) 319 6126
- : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPGrecruit422025@nda.gov.za

NOTE

- : Equity Target: Africans and Coloured males and African and Coloured females and Persons with disability.

POST 04/04

- : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/43/2025**
Directorate: Food Safety and Quality Assurance
This is a readvertisement, applicants who applied previously need to reapply.

**SALARY
CENTRE
REQUIREMENTS**

- : R391 671 per annum, (OSD)
- : Western Cape (Stellenbosch)
- : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Minimum of 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.

DUTIES

- : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure

		continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Ms X Tlali Tel No: (021) 809 1643
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPGrecruit432025@nda.gov.za
<u>NOTE</u>	:	EE Target: Africans and Coloured males and African and Coloured females and Persons with disability.
<u>POST 04/05</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (VARIOUS COMPONENTS) REF NO: 3/3/1/44/2025</u> Chief Directorate: Natural Resources and Disaster Management
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management (NQF 6). Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills. Financial management skills and Report writing skills.
<u>DUTIES</u>	:	Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES</u>	:	Ms Lydia Bosoga Tel No: (012) 319 7675 / 7308
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOVCreruit442025@nda.gov.za
<u>NOTE</u>	:	EE Target: African, Coloured and Indian Males and Persons with disabilities are encouraged to apply.
<u>POST 04/06</u>	:	<u>SUPPLY CHAIN CLERK: LOGIS (SUPERVISOR) REF NO: 3/3/1/46/2025</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Supply Chain Management environment. Basic knowledge of supply chain duties, practices as well as the ability to collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organise skills. Computer literacy (SCM Systems). Interpersonal relations. Communication skills (verbal and written). Time Management. Numerical skills. Customer relations. Ability to supervise and people management.

DUTIES

: Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Ms IM Molopyane Tel No: (012) 312 8659
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCCLrecruit462025@nda.gov.za

NOTE

: EE Target: Africans, Coloureds and Persons with disability.

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 20 February 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

OTHER POSTS

- POST 04/07** : **DEPUTY DIRECTOR REF NO: DBE/10/2026**
Branch: Infrastructure
Chief Directorate: Implementation and Monitoring
Directorate: Grant Management and Compliance
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in a possession of an appropriate three-year (NQF level 6) post matric or equivalent qualification as recognized by SAQA in the built environment disciplines; Four years' relevant experience as an Assistant Director or equivalent in a built environment or related environment; Experience in Programme and Project management; Experience in the planning and execution of infrastructure projects; Extensive knowledge in school infrastructure; An understanding of the built environment legislation including the Division of Revenue Act(DORA), PFMA, IDIP, CIDB; Ability to work independently under pressure and adhere to deadlines; Ability to organize and direct groups of professionals in the built environment sector; Excellent communication skills (written and verbal); Good interpersonal relation skills; Construction programme and project management skills will be an advantage. A valid driver's license will be a prerequisite for this post.
- DUTIES** : The successful candidate will be responsible for coordinating, monitoring and reporting on infrastructure programmes implemented by provincial departments; Monitoring the implementation of the programmes and projects; Producing quality programme and project performance reports; Developing & strengthening of partnerships at Departmental, Provincial and District level; Developing, reviewing and evaluating education infrastructure guidelines, regulations, policies and best practice guidelines; Providing monthly analytical and strategic assessment reports on progress against sector programme targets; Verifying projects and physical progress against reported expenditure

		and report on the physical and financial performance; Engaging with provincial departments on infrastructure matters relating to planning, designing, construction, commissioning, operation and maintenance of education infrastructure; Managing the disaster management programme in the sector; Conducting inspection of existing education facilities infrastructure and prepare reports thereon; Conducting research and developing and formulating policies, procedures and programmes directly related to education infrastructure; Rendering specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398
<u>NOTE</u>	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
<u>POST 04/08</u>	:	<u>DEPUTY DIRECTOR REF NO: DBE/11/2026</u> Branch: Infrastructure Chief Directorate: Implementation and Monitoring Directorate: Grant Management and Compliance
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicants must be in a possession of an appropriate three-year (NQF level 6) post matric or equivalent qualification as recognized by SAQA in the built environment disciplines; Four years' relevant experience as an Assistant Director or equivalent obtained in school infrastructure project monitoring; Understanding of the Division of Revenue Act (DORA) and grant framework as well as built environment legislation; Ability to work independently under pressure and adhere to deadlines; Ability to organise and direct groups of professionals in the built environment sector; Excellent communication skills (written and verbal); Good interpersonal relation skills; A valid driver's license will be a prerequisite for this post.
<u>DUTIES</u>	:	The successful candidate will be responsible for monitoring and reporting on the implementation of infrastructure projects in the sector, including projects relating to operation and maintenance of education infrastructure; Monitoring the implementation of norms and standards for school infrastructure; Developing the required reporting templates in accordance with the identified priorities; Analysing performance reports received from provinces; Producing quality programme and project performance reports on projects implemented at provincial level; Ensuring effective monitoring and submission of compliance reports; Conducting processes of physical verification visits to provinces; Conducting research, developing and formulating policies, procedures and programmes directly related to education infrastructure; Preparing presentations in relation to performance analysis; Verifying quarterly reported performance of running projects and update records of projects implemented as per the identified priorities; Leading task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) (012) 357 3398
<u>NOTE</u>	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
<u>POST 04/09</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (SCHOOL INFRASTRUCTURE MONITORING) REF NO: DBE/12/2026</u> Branch: Infrastructure Chief Directorate: Implementation and Monitoring Directorate: Grant Management and Compliance
<u>SALARY</u>	:	R397 116 per annum

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicants must be in a possession of a an appropriate three-year post matric qualification (NQF level 6) in the built environment or relevant equivalent qualification; Two years relevant working experience in the school infrastructure environment; Understanding of the Division of Revenue Act (DORA) and grant framework as well as built environment legislation; Ability to work independently under pressure and adhere to deadlines; Excellent communication skills (written and verbal); Good interpersonal relation skills; A valid driver's license will be a prerequisite for this post.
<u>DUTIES</u>	:	The successful candidate will be responsible for monitoring and reporting on the implementation of infrastructure projects in the sector, including projects relating to operation and maintenance of education infrastructure, rehabilitation of schools affected by disasters; Monitoring processes relating to condition assessments; Conducting processes of physical verification visits to provinces; Verification of quarterly reported performance of running projects and update records of projects implemented as per the identified priorities.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) (012) 357 3398
<u>NOTE</u>	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	20 February 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 04/10</u>	:	<u>DIRECTOR: IGR SECRETARIAT AND CABINET SUPPORT REF NO: D-ISCS-01</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A National Senior Certificate and an undergraduate qualification in Political Science/ Public Administration/ Management or equivalent qualification (NQF 7 as recognised by SAQA). A minimum of 5 years' experience at middle/ senior managerial level in IGR Secretariat and Cabinet Support environment. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Added Advantage: Exceptional writing skills. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Intergovernmental Relation System, public service and departmental prescripts/ policies/ ministerial handbook, political landscape of government, three spheres of government, the government priorities of South Africa, high level of ethical conduct.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage and facilitate the establishment of relevant IGR structures as stipulated in Chapter 2 of the IGRFA. Oversee the development of procedures and processes for Intergovernmental Relations Structures based on the principles of the IGRFA. Oversee the provision of secretariat services to intergovernmental relations forums such as PCC, MINMEC, IMC, ICDM, JEXCO and technical meetings. Direct and manage the recording of resolutions, follow-ups and report on the implementation of IGR forums decision matrix. Provide cluster and cabinet support to the Director-General and Minister.
<u>ENQUIRIES</u>	:	Mr X Xundu Tel No: (012) 334 0643 For application enquiries contact: To the T Recruitment at 067 391 7387
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: dcog9@tttrecruitment.co.za

OTHER POSTS

<u>POST 04/11</u>	:	<u>DEPUTY DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING</u> <u>REF NO: DDSUDP004</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a Bachelor's Degree in Urban/ Town and Regional Planning/ Development Planning or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license. Intensive travelling. Added Advantage: Registration with SACPLAN as a Technical/ Professional Town Planner will be an added advantage. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Urban Development Planning. Research and Policy Development. Integrated Development Planning. Spatial Planning e.g. land use analysis and planning etc. Smart city design and small towns regeneration or refurbishment strategies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage municipal spatial planning tools to guide strategic integrated development. Manage the implementation of the Small-Town Regeneration Strategy. Manage the implementation of the Smart Cities Framework (SCF) in municipalities through the development and implementation of smart city initiatives. Manage the development of Town Planning and GIS capacity strategy for the enhancement of planning skills in the municipalities. Manage the facilitation of land use management queries in the department.
<u>ENQUIRIES</u>	:	Ms A Ngwenya at 079 891 7991 For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response3@multilead.co.za

<u>POST 04/12</u>	:	<u>ASSISTANT DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: ADLGOS005</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Local Government / Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Knowledge and understanding of Local Government legislation, such as the Municipal Systems and Structures Act. Local Government Structures and Systems, especially in the KZN province. Project coordination skills. Stakeholder engagement. Project/ programme management in the Built environment. Project/ programme formulation. Project monitoring and evaluation.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate and support the municipal support implementation plans processes across the spheres of government. Monitor and report on municipal governance, institutional capacity and compliance with legislation and regulations. Support and monitor initiated provincial and municipal interventions. Coordinate departmental projects e.g. Imbizo oversight visits, complaints, Ministerial/ DG outreach programmes.
<u>ENQUIRIES</u>	:	Mr S Maripane at 060 983 6796 For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: response4@multilead.co.za
<u>POST 04/13</u>	:	<u>SENIOR ADMIN OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: SAO-ODG-02</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in Office Management. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Generic Competencies: Quality of work, Initiative, Interpersonal Relations, Reliability, Verbal and written Communication, Teamwork. Technical Competencies: In- depth knowledge of: Office Management, Advanced computer proficiency, Coordination and Consolidation of documents, Organising.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Coordinate the electronic diary of the Director-General including the scheduling of meeting (daily, weekly, monthly) compilation of the Director-General diary. Co-ordinate all the correspondence in the office of the Director-General, Office of the Minister, Sector Departments, Spheres of Government, the department and external clients. Provide administrative support in relation to travelling bookings, claims and transport etc. Render support services in developing and maintaining the document management system to ensure proper workflow in the Director-General's office. Provide secretariat services to Director-General meetings.
<u>ENQUIRIES</u>	:	Ms M Bakhane Tel No: (012) 334 0628/0629 For application enquiries contact: To the T Recruitment at 067 391 7387
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: dcog10@tttrecruitment.co.za

DEPARTMENT OF CORRECTIONAL SERVICES

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



- APPLICATIONS** : 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: Send your complete application to:
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300
OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300
OR you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ/ Ms Molutsane N/ Ms. Ramncwana B/ Ms Radebe T at 082 306 9027.
- CLOSING DATE** : 20 February 2025 at 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : 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. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Kindly Indicate The reference number on the subject line for emailed applications. 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. Current employees at Mangaung Correctional Centre are encouraged to apply and will be required to undergo the Correctional Services Learnership Programme/ Basic Training should their application be successful. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 04/14** : **HEAD OF CORRECTIONAL CENTRE (CB 6) REF NO: FSNC 2026/01/01**
- SALARY CENTRE** : R1 042 434 per annum, (all-inclusive package)
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic/Training Induction

Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

- DUTIES** : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Correctional Service Act.

POST 04/15 : **MEDICAL OFFICER GRADE 1-3 REF NO: FSNC 2026/01/28**

SALARY : Grade 1: R1 001 349 per annum, (all-inclusive package)
Grade 2: R1 142 553 per annum, (all-inclusive package)
Grade 3: R1 322 352 per annum, (all-inclusive package)

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Registration with the HPCSA as a medical practitioner. Basic medical degree (MBChB or equivalent). **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent clinical skills; history taking; examination; clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.

DUTIES : Facilitate and support the provision of primary health care services. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Public Service Act.

<u>POST 04/16</u>	:	<u>PSYCHOLOGISTS: GRADE 1 REF NO: FSNC 2026/01/29 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R872 709 per annum, (all-inclusive package) Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/Grade 12 and appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Render psychological services to inmates, parolees and probationers. Co-ordinate the rendering of psychological services to inmates, parolees and probationers. Liaise with internal and external organizations for the provision of psychological services.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/17</u>	:	<u>PHARMACIST GRADE 1 REF NO: FSNC 2026/01/30</u>
<u>SALARY CENTRE</u>	:	R848 862 per annum, (all-inclusive package) Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Valid drivers' licence. Computer literate. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Knowledge of public health. Good financial management, communication, evaluation, problem solving and analysis skills. Effective project, programme, transformation, change and stakeholder management. Service delivery innovation, decision making, people management, empowerment, integrity, honesty, confidentiality and good interpersonal relations. Accuracy, assertiveness and ability to network.
<u>DUTIES</u>	:	Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform risk management and networking (internal and external stakeholders). Issuing and control of medicine. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write and keep records. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders. Effectively utilise and manage resource (financial, human, information, pharmaceutical stock and equipment). Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/18</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/01/31 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R755 355 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. A minimum of (10) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of this period must be appropriate/recognisable experience after obtaining the 1-year post basic

qualification in the relevant speciality. Further, at least (3) years of the period referred to above must be appropriate/ recognisable experience at managerial level. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Public Service Act.

POST 04/19 : **OPERATIONAL MANAGER NURSING [PN-B3]: PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/01/32 (X2 POSTS)**

SALARY : R693 096 per annum
CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Degree/diploma in nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in curative skills in Primary Health Care accredited with the SANC. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the said period must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in the relevant speciality. Registration with the SANC as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles

		of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients. Promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advise accordingly. Advance and evaluate the quality and cost-effectiveness of nursing care. Ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/20</u>	:	<u>CENTRE COORDINATOR: CORRECTIONS (CB 5) REF NO: FSNC 2026/01/02</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/21</u>	:	<u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5) REF NO: FSNC 2026/01/03</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In

		depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsokane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/22</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB 5) REF NO: FSNC 2026/01/04</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Human Resources and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsokane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/23</u>	:	<u>CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5) REF NO: FSNC 2026/01/05</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmates' records. Management of inmates in assessment, housing, special care and in pre-release units. Management of human resources, finances and assets. Management of performance information.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/24</u>	:	<u>DIVISIONAL HEAD: FOOD SERVICES (CB 4) REF NO: FSNC 2026/01/06</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Food/ Chef Services or equivalent and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Strong people management and leadership abilities. Ability to work under pressure in a regulated environment. Good problem-solving and decision-making skills. High level of integrity, professionalism and confidentiality. Awareness of security protocols and risk management. Networking/ liaison with internal and external stakeholders. Good communication and report writing skills. Knowledge of Public Service Regulations, Treasury Regulations and Public Finance Management Act.
<u>DUTIES</u>	:	Manage and supervise the operations of the kitchen. Plan, prepare and oversee daily meal production in accordance with approved menus and dietary standards. Ensure meals meet nutritional requirements and accommodate special dietary needs (medical, religious, cultural). Manage meal schedules to ensure timeous and secure serving of food to all inmates. Supervise, train and schedule kitchen staff and assigned inmates. Ensure proper conduct, discipline and adherence to security procedures within the kitchen area. Provide on-the-job training and skills development to inmates, where applicable. Ensure full compliance with food safety, hygiene and sanitation regulations. Maintain high standards of cleanliness in all kitchen and storage areas. Conduct regular inspections and take corrective action where necessary. Enforce correctional centre security procedures related to tools, equipment and supplies. Maintain accurate records of kitchen equipment, utensils and controlled items. Report any security breaches, safety hazards or incidents immediately. Manage ordering, receipt, storage and stock rotation of food supplies. Monitor inventory levels and minimize waste and losses. Ensure compliance with budgetary controls and cost management targets. Keep accurate records of meals produced, inventory, staff attendance and incidents. Prepare operational reports as required by management. Assist with audits, inspections and compliance reporting. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/25</u>	:	<u>DIVISIONAL HEAD: SECURITY (INTERNAL) (CB 4) REF NO: FSNC 2026/01/07</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals,

		courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/26</u>	:	<u>DIVISIONAL HEAD: DEVELOPMENT (CB 4) REF NO: FSNC 2026/01/08</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Education and Training or Training/Educational Management/M + 4 qualification in Education. Successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of formal education. The management of academic tuition to school students. The management of examinations and skills development. The management of vocational training, examinations and trade tests. Management of arts, culture, sport and recreation. The supervision of the correctional centre library. The management of arts and cultural activities. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/27</u>	:	<u>DIVISIONAL HEAD: CARE (CB 4) REF NO: FSNC 2026/01/09</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Social Work or Nursing. Successful completion of the Corrections Science Learnership/ Basic Training Induction Training Course (ITC)/. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Coordination of Corrections and Care services. Implement Corrections and Care strategies. Implement Corrections and Care services level agreement standards. Networking and attending meetings with internal and external stakeholders. Serve as an advocacy for the Department to the community. Implement policy and guidelines. Monitor and evaluate policy implementation. Ensure adherence to policies and guidelines by functionaries. Provide statutory guidelines on inspection manuals, brochures and pamphlets. Coordinate latest training developments and requirements with external role players. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/28</u>	:	<u>DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 4) REF NO: FSNC 2026/01/10</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training/ Induction Training Course (ITC) Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/29</u>	:	<u>DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB 4) REF NO: FSNC 2026/01/11</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Human Resource Management and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources functions at the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are instituted where necessary. Act as initiator in disciplinary hearings. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 3069027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/30</u>	:	<u>DIVISIONAL HEAD: FINANCE (CB 4) REF NO: FSNC 2026/01/12</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Recognized three-year degree/diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course

		(ITC). Computer literate. Valid Driver's licence. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Monitoring of expenditure within the bounds of allocated funds. Investigate irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports. Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/31</u>	:	<u>UNIT MANAGERS: (CB 4) REF NO: FSNC 2026/01/130 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>		Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	:	Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/32</u>	:	<u>CHIEF ARTISAN GRADE A (ASSET MAINTENANCE) REF NO: FSNC 2026/01/33</u>
<u>SALARY CENTRE</u>	:	R480 261 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre

<u>REQUIREMENTS</u>	:	An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal). Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies and Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.
<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. 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. Management of human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/33</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: FSNC 2026/01/34 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R477 564 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	BA degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies and Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/34</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE) REF NO: FSNC 2026/01/35 (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R476 367 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Degree/national diploma in nursing. A post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the council as a professional nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by

		the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
<u>DUTIES</u>	:	Provide quality comprehensive primary health care services through promoting preventative, curative and rehabilitative services for offenders. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Conduct routine examination of offenders and treatment of minor ailments according to scope of practice. Render administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing, including ordering and control of medicine and medical stock. Develop and ensure implementation of nursing care plans. Updating of offender's records and participate in clinical records audits. Provide safe and therapeutic environment as laid down by the Nursing, Occupational Health and Safety Act and all other applicable prescripts. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 04/35</u>	:	<u>SECTION HEAD: EDUCATIONIST REF NO: FSNC 2026/01/14</u>
<u>SALARY CENTRE</u>	:	R438 585 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Recognised National Diploma/ Degree or equivalent qualification in Education and registration with the South African Council of Educators (SACE). Six (6) years relevant experience gained after registration with SACE. Valid driver's licence. Registration with the South African Council of Educators. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation. Report writing. Diversity management. Training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management skills. Integrity and honesty. Coaching and mentoring. Good work ethics. Confidentiality. Good interpersonal relations. Openness and transparency. Networking. Influence and impact. Willingness to travel. Presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Quality assessment of education services. Monitor performance in education services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan educational activities. Manage training requirements. Arrange training workshops. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/36</u>	:	<u>CASE MANAGEMENT SUPERVISOR: (CB 3-1) REF NO: FSNC 2026/01/15 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R404 466 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation,

		change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise and maintain security of the unit in a correctional centre. Ensure safe custody of offenders. Supervision of offenders' programmes. The implementation and following of the day structured programme and regular progress report. Management and review of case file. Provide guidance and support to case officers with the updating of offenders' case files and in determining of aspects for specific counselling. Provide support on the development of offenders. Provide guidance and support to case officers in observing problematic behaviour, defining causes, results and possible remedies to address these, referring offenders to Social Workers, Education and Psychologists personnel for attention. Manager of the correctional case management team. Provide guidance and support to offenders in their progress with regard to developmental programmes. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/37</u>	:	<u>SECTION HEAD (SUPERVISOR): EXTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/01/16 (X7 POSTS)</u>
<u>SALARY</u>	:	R404 466 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre:
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervision of entry control to prison grounds. Preventing access to/from the prison by unauthorized persons. Preventing entry/removal of unauthorized items. Supervision of patrol of prison grounds. Detection and prevention of escapes. Prevention of the theft of government property. Supervision of the manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Supervision escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of guarding of offenders in external hospitals. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Supervision of the dog unit. Supervision of the mounted unit. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/38</u>	:	<u>SECTION HEAD (SUPERVISOR): INTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/01/17 (X12 POSTS)</u>
<u>SALARY</u>	:	R404 466 per annum

<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervision of entry control to prison grounds, sections and cells. Supervision of the issuing of security equipment/manning of security systems. Supervision of escort of offenders inside prison. Accompanying of offenders to other sections in order to prevent escapes and the smuggling of unauthorized items. Supervision of visits to offenders. Identification of visitors/offenders. Collection of offenders. Control of security equipment in the armoury. Supervision of offenders in accommodation sections. Searching of cells, offenders, other areas of prison and work areas etc. Ensure that sufficient staff are available for the searching offenders during march-in. Supervision of the section store and the prison laundry. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/39</u>	:	<u>SECTION HEAD (SUPERVISOR): SPORTS AND RECREATION (CB 3- 1)</u> <u>REF NO: FSNC 2026/01/18</u>
<u>SALARY</u>	:	R404 466 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Sport Management Sciences/ Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	The supervision of the prison library. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. The management of arts and cultural activities. Establishment of concert groups. Establishment of offender choirs. The management of recreation and sport. Establish sporting codes for the correctional centre. Provide information and training to participants. Treatment of offenders. Ensure that offenders have the opportunity to attend social work sessions. Ensure that offenders have the opportunity to participate in educational programs. Maintenance of safe custody. Searching of venues and offenders for contraband. Ensure that contra-band/dangerous objects are removed and safely stored. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 04/40</u>	:	<u>EDUCATIONIST (M+4) REF NO: FSNC 2026/01/19 (X8 POSTS)</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre

<u>REQUIREMENTS</u>	:	Matric/Grade 12 and recognized 4-year degree or equivalent qualification in Education that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation, report writing, diversity management, training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management. Integrity and honesty. Knowledge and understanding of the public service management framework. Influence and impact. Presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at the correctional facility in the management area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/41</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: FSNC 2026/01/36 (X12 POSTS)</u>
<u>SALARY</u>	:	R325 200 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. competencies and attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 04/42</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: FSNC 2026/01/37 (X4 POSTS)</u>
<u>SALARY</u>	:	R324 384 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.
<u>DUTIES</u>	:	Provide direction and supervision in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working

		relationship with nursing and other stakeholders. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 04/43</u>	:	<u>CATERERS (CB 2-1) REF NO: FSNC 2026/01/20 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Food/ Chef Services and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Prepare and serve meals to inmates. Maintain the cleanliness of the catering equipment and kitchen. Provide catering training to offenders. Maintain hygienic standards in the kitchen. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/44</u>	:	<u>SENIOR SECURITY OFFICER (TEAM LEADER): INTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/01/21 (X30 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of

		prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/45</u>	:	<u>SENIOR SECURITY OFFICER (TEAM LEADER): EXTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/01/22 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC).10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/46</u>	:	<u>LIBRARIAN (CB2-1) REF NO: FSNC 2026/01/23</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Library and Information Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ / Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Supervision and marketing of the prison library services. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. Returning of books/periodicals to provincial libraries. Render library education programs to the offenders. Advise readers on the use of the library. Obtain inter-library loans for students. Assist students with the sourcing of documentation. Ordering of intellectual material for students (also video and sound material). Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/47</u>	:	<u>SPORTS FACILITATORS (CB2-1) REF NO: FSNC 2026/01/24 (X14 POSTS)</u>
<u>SALARY</u>	:	R313 521 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Sport Management Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Recognised coaching accreditation(s) in at least one sport code will be advantageous. Valid driver's licence. Computer literate. Competencies and Attributes: Valid First Aid Level 1. Basic understanding of OHSA. Coaching, facilitation, and group management skills. Strong interpersonal and conflict management abilities. Ability to work within secure and regulated environment. Planning, organising and time management. Report writing and basic data management. Integrity, professionalism and resilience. Culturally sensitive and inclusive practice.
<u>DUTIES</u>	:	Develop and implement annual and weekly sports and recreation activity plans aligned to rehabilitation goals. Facilitate coaching, drills, conditioning and basic sport skills development across multiple codes (e.g., soccer, rugby, netball, athletics, volleyball). Adapt programmes for different risk categories, abilities, ages and special needs (including medical and disability considerations). Integrate life skills, discipline and teamwork into sports activities. Recruit, register and monitor offender participation in line with case management plans. Reinforce pro-social behaviour, fair play, conflict resolution and respect. Collaborate with psychologists, social workers, educators and CMCs to align activities with rehabilitation and reintegration plans. Record participation, progress and behavioural outcomes for reporting. Organise internal leagues, tournaments, well-ness days and approved inter-centre fixtures. Coordinate logistics (venues, fixtures, officials, first aid, equipment, refreshments) and obtain required approvals. Ensure all activities adhere to security, safety and crowd management protocols. Inspect and maintain sports facilities, fields, courts and gymnasiums to safe and serviceable standards. Manage issuing of equipment, returns, tool control and asset registers. Conduct risk assessments and pre-activity safety briefings; ensure hydration, warm-up/cool-down, and injury prevention practices. Coordinate first aid response and incident reporting where needed. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/48</u>	:	<u>SPECIALISED CASE OFFICERS (CB2-1) REF NO: FSNC 2026/01/25 (X14 POSTS)</u>
<u>SALARY</u>	:	R313 521 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training// Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for

		appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Ensure monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (Case Management Committees, Case Management Administration). Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/49</u>	:	<u>SECURITY OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/26 (X381 POSTS)</u>
<u>SALARY</u>	:	CB1-1: R212 358 per annum CB1-2: R257 895 per annum CB1-3: R313 521 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies and Attributes: Computer literacy. Firearm competency. Good communications, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
<u>DUTIES</u>	:	Perform access control at the correctional centre or between areas within the Correctional Centre. Control movement of inmates both internally and externally. Guarding of inmates in correctional centres and external public institutions. Perform physical security inspections. Controlling stores and security equipment. Manage security control room. Ensure rehabilitation of offenders through correction and human development in a secure, safe and humane detention facility.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/50</u>	:	<u>CASE OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/27 (X107 POSTS)</u>
<u>SALARY</u>	:	CB1-1: R212 358 per annum CB1-2: R257 895 per annum CB1-3: R313 521 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies And Attributes: Computer literacy. Firearm competency. Good communication, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
<u>DUTIES</u>	:	Control over sentence plans. Update sentence plans with due consideration to the recommendations of the CMC and the feedback of the responsible functionaries. Responsible for the completion and appropriation of G331 and G356 forms and updating the computer in accordance with the decisions/recommendations of the CMC. Responsible for the referral of the

written decisions/recommendations of the committee to the correct office/functionary. Ensure that the referral of cases/enquiries by the CMC occurs under signature of the chairperson and that feedback is received. Control over profile reports (G326). Compile profile reports and ensure that it is correctly filled in. Ensure that all relevant information has been provided. Refer profile reports to the Secretary of the CMC. Maintain profile register. Record on computer the receipt/forwarding/receiving back of the recommendations in respect of parole/correctional supervision per G326 forms. Documentation control. Responsible for keeping the control page G325 form up to date in respect of the recommendations/decisions made by the CMC. Opening/closing/addressing of mail. Filing of documents. Receiving and forwarding of documents from the CMC. Care of classified documents. Dealing with representations. Verification of information provided. Check that information provided on offenders is correct. Check that calculations regarding minimum detention periods and release dates are correct. Check that all relevant documentation is attached to submissions to the Head of the Correctional Centre. Ensure confidentiality of correspondence between the offender and the CMC. Check that original documentation is sent to the Head of the Correctional Centre. Maintenance of safe custody. Searching of venues and offenders. Ensure that offenders do not wander around uncontrolled. Ensure that the number of offenders received and returned to units corresponds. Ensure that equipment is not abused by offenders.

<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 04/51</u>	:	<u>PHARMACIST ASSISTANT (BASIC): GRADE 1-3 REF NO: FSNC 2026/01/38</u>
<u>SALARY</u>	:	Grade 1: R162 894 per annum Grade 2: R215 013 per annum Grade 3: R250 383 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Grade 1: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the SAPC to study towards a basic Pharmacist Assistant qualification. Grade 2: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Grade 3: Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and experience in warehousing, logistics, supply chain management, transportation, and the hospital pharmacy sector. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Receiving of stock from suppliers according to standard operating procedures. Good distribution practice and good pharmacy practice standards. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to storage areas and packing stock on correct shelves according to the first expired, first out (FEFO) and first in, first out (FIFO) principle. Stock rotation and participating in stock takes. Issuing of ordered stock according to scope of practice to the health facility.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	20 February 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 04/52</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: HR4/4/3/2DDDA/UIF</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three (3) year undergraduate qualification in Commerce / Logistic Management/ Supply Chain Management/ Purchasing Management/

		Procurement and Supply Management at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which three (2) years must be functional experience in Supply Chain Management and two (3) years' experience at junior managerial level. Registration with the Procurement and Supply professional body is recommended. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Contributions Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management Systems and Processes. Labour Relations Act. Basic Condition of Employment (BCEA). Skills: Financial Management. Analysis. Project Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Minutes writing.
<u>DUTIES</u>	:	Manage the provision and administration of demand services. Manage acquisition services. Manage the provisioning of an effective stores and warehouse services. Manage resources.
<u>ENQUIRIES</u>	:	Ms MM Ramoshaba Tel No: (012) 337 1412/1405.
<u>APPLICATIONS</u>	:	email: Jobs-UIF1@labour.gov.za
<u>NOTE</u>	:	Coloureds Males and Females, Indians Males and Females, White Females and Persons with disabilities are encouraged to apply
<u>POST 04/53</u>	:	<u>ASSISTANT DIRECTOR: OPERATION SYSTEMS SUPPORT SERVICES</u> <u>REF NO: HR4/4/3/2ASDOSSS/UIF</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management/ Computer Science/ Informatics at NQF Level 6 as recognised by SAQA. Four (4) years' experience of which two (2) years' must be functional and two (2) years' at Practitioner level in Operations Management/ System Support Management environment. Knowledge: Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Act (PSA). Operations Systems. State Information Technology Agency Processes. Information Technology. SITA MIS & Database & Data Security Policy. Project Management Systems. System Development and Database Management. SAP Business Intelligence including SAP BI Design and universe creation from SAP BW. Skills: Communication (verbal and written). People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing.
<u>DUTIES</u>	:	Facilitate Operations Applications and ensure that systems are accessible effective and efficient. Provide support in managing service providers and suppliers contract. Coordinate all the Applications Within Business Operations. Manage resources (Finance, Human, Equipment/ Assets) in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms MM Mathobela Tel No: (012) 337 1428
<u>APPLICATIONS</u>	:	email: Jobs-UIF2@labour.gov.za
<u>NOTE</u>	:	African Females, White Males and Females and Persons with disabilities are encouraged to apply.
<u>POST 04/54</u>	:	<u>ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT</u> <u>REF NO: HR4/4/3/2ASDBSCM/UIF</u> (1 Year Contract) Re-advertisement
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF Level 6) in Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years' at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relation Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and

		Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Facilitate investigations on national appeal cases referred by Provinces. Coordinate the administration support services to the Board. Facilitate the provision of technical support on enquiries referred to the Fund E.G. Minister's Office Public Protector Director General and Commissioner. Manage all resources (Human, Financial Equipment/Assets) in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. LJ Van Wyk Tel No: (012) 337 1950
	:	email: Jobs-UIF5@labour.gov.za
<u>POST 04/55</u>	:	<u>SENIOR PRACTITIONER: CORPORATE GOVERNANCE REF NO: HR4/4/3/1SPCG/UIF</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	A three year (3) tertiary qualification (NQFL 6) in Public Management/ Administration/ Auditing /Law/ BCom Law/ BCom. Two (2) years functional experience in Board Services and Case Management environment. Knowledge: Public Financial Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of Person/s in Board of State and State Owned Entities (HAPBSOE)). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in conducting research on governance developments and best practices. Implement corporate governance practices in the Fund. Compile charters/ Terms of Reference and work plans for all Committees. Consolidate inputs and recommendations from Board and Committees Members on quarterly validation reports and ensure implementation thereof. Render support in the Board and Committees annual evaluations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. LJ Van Wyk Tel No: (012) 337 1950
	:	email: Jobs-UIF6@labour.gov.za
<u>POST 04/56</u>	:	<u>SENIOR PRACTITIONER: RECORDS MANAGEMENT REF NO: HR4/4/3/1SPRM/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Achieves and Records Management/Achieve Administration and Records Management/Records Management/Public Management/Public Administration at NQF Level 6 as recognised by SAQA. Two (2) years' functional experience in Records/Knowledge Management. Knowledge: Public Financial Management Act (PFMA). Promotion of Administration Justice Act. Information Security Policy. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standard (MISS). Public Regulations Act (PRA). Public Service Act (PSA). Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act (BCEA). Skills: Records Management. Financial Management. Analytic. Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Implement record keeping systems and control mechanism. Implement records management systems (the provision of storage and custody of records). Supervise the provision of registry services. Implement the disposal of records in accordance with National Archives and Records Services of South Africa Act. Supervise the provision of access and security of records within the UIF. Supervise the provision and management of electronic records according to NARS requirement. Supervise resources in the Sub – Directorate.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr MC Moroaswi Tel No: (012) 337 1562
	:	email: Jobs-UIF7@labour.gov.za
	:	African Males and Females, White Males and Persons with disabilities are encouraged to apply.

<u>POST 04/57</u>	:	<u>INSPECTOR REF NO: HR/4/4/1/25</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	eQonce Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr. Mbande Tel No: (043) 718 8380
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za
<u>POST 04/58</u>	:	<u>CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/26</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Butterworth Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.
<u>DUTIES</u>	:	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>	:	Ms. NA Getyeza Tel No: (047) 491 0656
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960: email: Jobs-ECBTW@labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations
<u>POST 04/59</u>	:	<u>INSPECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Vryheid Ref No: HR4/4/5/103 (X2 Posts) Labour Centre: Durban Ref No: HR4/4/5/02 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions, of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation Skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing Skills, Analytical, Verbal and Written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Executive investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary.

	Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	Mr F Dladla Tel No: (034) 9808 916 Mr SA Mchunu Tel No: (031) 336 1500
<u>APPLICATIONS</u>	: Deputy Director: Vryheid Labour Centre , P O Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid 3100. For Online Application: Jobs-KZN29@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
	: Deputy Director: Durban Labour Centre , PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN27@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 04/60</u>	: <u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 per annum Labour Centre: Vryheid Ref No: HR4/4/5/102 (X1 Post) Labour Centre: Port Shepstone Ref No: HR4/4/5/103 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
<u>DUTIES</u>	: To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in the labour Centre.
<u>ENQUIRIES</u>	: Mr F Dladla Tel No: (034) 9808916 Mr S Biyase Tel No: (039) 6886900
<u>APPLICATIONS</u>	: Deputy Director: Vryheid Labour Centre , PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid. For Online Application: Jobs-KZN29@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
	: Deputy Director: Port Shepstone Labour Centre , PO Box 379, Port Shepstone or hand deliver at 17 Bissett Street, Port Shepstone. For Online Application: Jobs-KZN23@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 04/61</u>	: <u>TEAM LEADER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/4/3/1/TLPISS/UIF</u>
<u>SALARY CENTRE</u>	: R228 321 per annum Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	: Grade 12, Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. One (01) year experience in the Security Environment. Registration with Private Security Industry Regulatory (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Batho Pela Principles. Public Service Regulation Act. Departmental Procedures and Policies. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good interpersonal relation skills. Customer care.
<u>DUTIES</u>	: Provide physical security services. Render information security services. Render access to the building and key control. Supervise security officers on shifts.
<u>ENQUIRIES</u>	: Mr PT Lebetel Tel No: (012) 337 1749
<u>APPLICATIONS</u>	: email: Jobs-UIF9@labour.gov.za
<u>NOTE</u>	: Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, North West (Forestry), Cape, Eastern Cape, Free State, Mpumalanga and Limpopo.** 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.
- CLOSING DATE** : 23 February 2026, 16:00 Late Applications will not be accepted.
- NOTE** : Application must be submitted on a New 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 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, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position 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. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

ERRATUM: Kindly note that the following post Regional with Ref No: WB01/2026 advertised in the Public Service Vacancy Circular 03 dated 30 January 2026 with the closing date of 16 February 2026 is amended. The correct post name is Regional Coordinator.

MANAGEMENT ECHELON

POST 04/62 : **CHIEF DIRECTOR OCEANS AND COASTAL RESEARCH REF NO: OC/CT01/2026**

SALARY : R1 494 900 per annum, (all-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : An undergraduate qualification in Natural Sciences or relevant qualification on (NQF level 7) within the related field recognized by SAQA. A minimum of five (5) years' experience at senior management level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. A thorough understanding and experience of project management. Knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the Oceans and Coasts Environment. Knowledge of an inter-governmental system. Knowledge of government Administration and financial procedures. People Management; Financial Management; Public Finance Management Act. Good communication skills; Good formal presentation skills and public speaking skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Good interpersonal relations and diplomatic skills; ability to work under pressure.

DUTIES : Plan, coordinate and implement oceanographic process research. Develop appropriate technology base for research. Investigate ocean processes and conduct long-term monitoring to enhance forecasting and scenario planning. Plan, coordinate and implement coastal research, including research in support of enhancing community resilience against ocean, weather, climate and pollutions threats. Conduct research and long-term monitoring of coastal biodiversity and coastal ecosystems. Investigate the vulnerability of, and develop scenarios for, coastal use areas and communities. Coordinate and lead the development and management of national oceans and coastal Information Management System (OCIMS). Provide technical advice to the Department officials during key meetings and knowledge sharing sessions and commenting on/ reviewing of existing and new policies, legislation, Programmes, strategies, plans and key documents in order to share information, improve quality and promote better integration and alignment between integrated coastal management and oceans management. To advise and integrate, coordinate, facilitate and implement effective integrated oceans and coastal management in South Africa and the region.

ENQUIRIES : Ms S Nzwane Tel No: (021) 491 7223
APPLICATIONS : OCCT01-2025@dfe.gov.za

POST 04/63 : **DIRECTOR: LEGAL SUPPORT NEMA REF NO: RCSM13/2026**

SALARY : R1 266 714 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Law or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience at middle or senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Experience in the legislation and policy development process. Knowledge: public service and departmental policies, legislation and procedures; environmental, administrative and mining legislation; research methodologies and presentation skills; legal administration; strategic coordination/ planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills & Competencies required: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal

	presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership; programme and project management; change management; knowledge management; service delivery innovation (SDI); problem solving and analysis; people management and empowerment; client orientation and customer focus; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's licence.
<u>DUTIES</u>	: Provide legislative support to the department (drafting, vetting and commenting on Bills, policies and subordinate legislation); provide general legal support relating to the National Environmental Management Act (NEMA) and its subordinate legislation (Legal opinions/ advice/ research on legislation administered by the Department, submissions, briefing documents, responses to the public, media queries, parliamentary questions, support to interpretation queries in terms of NEMA and subordinate legislation); provide legal support in relation to NEMA/ Specific environmental management Acts and mining alignment support; taking Bills through and assisting in the Cabinet and Parliamentary processes; responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to; provide legislative and policy coordination support to Working Groups and subordinate structures dealing with NEMA and subordinate legislation; and participate in law reform fora of other Departments and inputs on draft Bills, subordinate legislation, policies and guidelines with specific focus areas.
<u>ENQUIRIES</u>	: Mr S Kobese Tel No: (012) 399 9351
<u>APPLICATIONS</u>	: RCSM13-2026@dffe.gov.za
<u>POST 04/64</u>	: <u>DIRECTOR: BIODIVERSITY ENFORCEMENT REF NO: RCSM14/2026</u>
<u>SALARY</u>	: R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An Undergraduate qualification (NQF level 7) in Natural Science or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience at middle or senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Experience specifically in environmental / biodiversity compliance and enforcement will be an added advantage. Knowledge: Environmental/biodiversity policies, legislation, relevant international instruments, civil procedure, criminal procedure, constitutional law and administrative law; together with practical experience in the application thereof to cases of non-compliance. Audit procedures and risk management, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Skills & Competencies: Good written and verbal communication skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Adequate skills in computer use, Adequate skills in respect of formal presentation and public speaking; Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Strategic Capability and Leadership, Performance Management, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Ability to work individually and in a team, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self supervision, Highly developed sense of honesty, Protect the confidentiality of documents. Must have a valid driver's licence and willingness to travel.
<u>DUTIES</u>	: Provide Strategic Enforcement Projects and Support related to Wildlife Trafficking. Enforcement with Biodiversity-related legislation and management of a team of Environmental Management Inspectors (EMIs), including responding to complaints and Incidents relating to Biodiversity Enforcement

(Threatened or Protected Species Regulations, CITES Regulations; Alien & Invasive Species Regulations etc); undertaking administrative enforcement action and initiating and undertaking criminal investigations EMI / Stakeholder Capacity Input and assistance provided in relation to EMI Basic/Specialised Training courses, Prosecutor training, training to other law enforcement agencies and Border stakeholders on wildlife crime. . Stakeholder Engagement and International Liaison, co-operate with and liaise with enforcement stakeholders on matters relating to biodiversity enforcement activities at a national level, programmes and projects including national joint strategic partners, namely: Border stakeholders (SARS, BMA), National Prosecuting Authority, SAPS, Departments of Agriculture and Water & Sanitation, Provincial Conservation Authorities and SANParks. Co-operate with and liaise with enforcement stakeholders on matters relating to biodiversity enforcement activities, programmes and projects at an international level, namely: SADC, African Union, INTERPOL, CITES, UNODC. Co-ordinate operations and gather information to support investigations, operations and work undertaken to meet international commitments including co-ordination of and participation in national and international enforcement operations.

**ENQUIRIES
APPLICATIONS**

: Ms F Craige Tel No: (012) 399 9460
: RCSM14-2026@dffe.gov.za

POST 04/65

: **DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM/CT02/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive annual salary package)
: Limpopo / Mpumalanga
: An undergraduate qualification in Forestry or Natural Resource Management (NQF level 7) or relevant qualification within the related field recognized by SAQA. A minimum of Five (5) years of experience in Commercial Forestry or related field at middle / senior managerial level within the related field. Successful completion of the Senior Management. Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Knowledge of relevant policies, legislations and frameworks relating to Forestry e.g. National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Finance Management Act (PFMA) and treasury regulations, Public Service Act, Labour Relations Act etc. Knowledge and understanding of National Priorities of government e.g. National Development Plan 2030, Commercial Forestry Sector Master Plan, Accelerated and shared growth Initiative South Africa Knowledge and understanding of Silviculture and Harvesting practices in relation to sustainable management of biological assets. Project Management and strategic planning. Stakeholder Engagement. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.

DUTIES

: Manage the state-owned plantations and implement the annual plan of operations for the plantations. Manage State Forests, personnel and associated assets. Develop and implement Fire Management Plans, Ensure the implementation of Sustainable Forest Management in line with the National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risks, develop and implement audit interventions. Stakeholder Liaison. Provide post settlement support and support state forest Land administration and State Forest Land transfer programmes. Plan and initiate EPWP to serve as force multiplier for commercial forestry operations.

**ENQUIRIES
APPLICATIONS**

: Ms M Leseke at 072 199 1291
: FOMCT02-2026@dffe.gov.za

OTHER POSTS

POST 04/66

: **SCIENTIFIC MANAGER: MARINE BIODIVERSITY RESEARCH REF NO: OC/CT03/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R1 099 488 per annum
: Cape Town
: MSc degree (NQF level 9) or in Natural Science or relevant qualification recognised by SAQA. 6 years post qualification experience in natural scientific environment or related field. Compulsory registration with SACNASP as a

	professional Natural Scientist. Knowledge of the Marine Living Resources Act, National Environmental Management Biodiversity Act and related legislation; Biodiversity and Conservation Sector; Science to policy development and analysis; Scientific methodologies and models; Research and development; National and International co-operation; Computer-aided scientific applications; Technical report writing; Data analysis; Scientific presentation. Job related Skills: Analytical; Communication; Strategic capability and leadership; Networking; Planning and organizing; Decision making; Customer focus and responsiveness; Financial management; Conflict management; Change management; Programme and project management; People management; Mentoring. A valid, unendorsed Code B driving license.
<u>DUTIES</u>	: The candidate will be responsible to Facilitate the translation of scientific knowledge into policies, systems and procedures through: Communicating scientific knowledge to policy makers; Review and recommend / approve scientific research and policy related projects; Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor scientific efficiencies according to organizational goals; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. While science to policy recommendations will more focus on top marine predators, biodiversity and coastal the incumbent will be expected to perform across all related marine science to policy aspects. Provide strategic leadership and direction by: Alignment of research projects to organizational strategies; Provide support and advice on policy to the industry and stakeholders; Develop and maintain relationships / collaborations and review scientific documents.
<u>ENQUIRIES</u>	: Dr. G. Cilliers at (064) 908 6574; Tel No: (021) 463 7294, e-mail: GCilliers@dffe.gov.za
<u>APPLICATIONS</u>	: OCCT03-2026@dffe.gov.za
<u>POST 04/67</u>	: <u>DEPUTY DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM/CT03/2026</u>
<u>SALARY</u>	: R1 059 105 per annum, (all-inclusive salary package)
<u>CENTRE</u>	: Western Cape
<u>REQUIREMENTS</u>	: National Diploma (NQ 6) in Forestry or Natural Resource Management or relevant qualification within the related field recognized by SAQA. A minimum of five (5) years' experience in Commercial Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and experience on the application of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), including other relevant Acts such as NEMA, NEMBA, and Protected Areas. Knowledge and understanding of Forestry Management. Knowledge in the enumeration and management of biological assets for data collection purposes. Financial Management. Project Management and strategic planning. Proven expertise in stakeholder engagement, including the ability to build and maintain productive relationships, facilitate effective communication, and ensure stakeholder needs and concerns are addressed appropriately. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.
<u>DUTIES</u>	: Manage and coordinate the implementation, maintenance, and improvement of the Sustainable Forest Management (SFM) business processes. Develop and implement Annual Plan of Operational APOs) that will facilitate the rehabilitation and restoration of timber within the forest plantations in the province. Ensure business processes for Sustainable Forest Management (SFM) are developed, implemented, reviewed, and disseminated to all forest managers within the plantations. Ensure development, review, and implementation of forest growth and yield model for commercial forest plantations. Maintain an inventory for biological asset register through stock enumeration, develop plan to ensure physical verification is conducted for all state forest plantations in the Region. Ensure and support monitoring and assessment of the performance of state forest plantations against the principles, criteria and indicators of sustainable forest management, including the implementation of policies and regulations. Ensure that revenue collection in the plantations is in line with finance policies and prescripts. Identify risks affecting biological assets and develop risk mitigation plan. Develop and

		implement Fire Management Plans for estates/plantations. Strengthening human resource development, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Participate in the Fire Protection Association activities in the region. Initiate EPWP to serve as force multiplier for commercial forestry operations. Facilitate the establishment of liaison Forums and manage stakeholder liaison. Participate in the forestry provincial development forums and development initiatives by other organisations.
<u>ENQUIRIES</u>	:	Ms M Leseke at 072 1991 291
<u>APPLICATIONS</u>	:	FOMCT03-2026@dffe.gov.za
<u>POST 04/68</u>	:	<u>DEPUTY DIRECTOR: FOREST BASED ENTERPRISES REF NO: FOM/CT01/2026</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Nelspruit (Mpumalanga)
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Forestry or relevant qualification within the related field recognized by SAQA. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Forestry or related field. Experience in Forestry or related field. Knowledge and understanding in the application of National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge in the regulation of natural resources. Knowledge of government administrative procedures (PFMA and Treasury Regulations). Stakeholder Engagement. Strategic thinking and Leadership Management. Problem Solving skills. Expert Level of Computer Literacy. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to interpret regulation and develop appropriate policy. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Manage and implement programmes aimed at supporting and developing forestry small growers, timber production enterprises, Non-Timber Forest Product initiatives, and forestry-related SMMEs across the forestry value chain. Provide technical and business development support to timber growers, forestry SMMEs, community forestry projects, and post-settlement/transfer beneficiaries. Facilitate access to markets, funding, and certification for forestry enterprises. Coordinate the development/expansion of small-scale timber production enterprises, including implementation of the afforestation programme and facilitation of water trading processes. Develop and implement non-Timber Forest Products strategy framework. Establish and coordinate provincial structures and forums to support forestry SMMEs, timber growers, and the broader forestry value chain. Engage with communities, traditional authorities, government departments, and development partners to ensure effective coordination and implementation of Forestry Enterprise Support Programmes. Participate in the Implementation of the Forestry Blended Finance Scheme and Forestry Masterplan.
<u>ENQUIRIES</u>	:	Ms. Onica Zikhali at 060 973 4232
<u>APPLICATIONS</u>	:	FOMCT01-2026@dffe.gov.za
<u>POST 04/69</u>	:	<u>DEPUTY DIRECTOR: FORESTRY POLICY DEVELOPMENT REF NO: FOM/CT09/2026</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) or in Forestry or Natural Resources Management or Resource Economics or relevant equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). An in-depth knowledge in the application of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), National Environmental Management Act, 1998 (NEMA), NEMBA, including other relevant Environmental Legislations. Knowledge of government administrative procedures (Public Service Act, Public Service Regulations, Labour Relations Act, PFMA and Treasury Regulations). Sound knowledge of

		Public Policy Development. Intergovernmental and stakeholder relations. Project Management and Strategic Planning. Stakeholder Engagement. Facilitation and coordination skills. Ability to gather and analyse information. Ability to lead multidisciplinary teams. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Excellent Communication skills. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Develop and review forestry policy framework, norms and standards for the sustainable development of forests. Work closely with other line function directorates to ensure that their strategies and implementation programmes are delivered in line with policy directives – as well as broader government's development imperatives. Ensure the development of protocols for cooperative governance. Facilitate the implementation of forestry policy. Develop and maintain systems for Monitoring & Evaluating policy. Identify the implementation challenges of forest sector policies and programmes. Provide support on the forest sector policy awareness at national, provincial and local government levels. Collaborate with other government departments to ensure that forestry issues are well represented in broader government policy development processes. Monitor compliance with regional and international forestry-related processes. Ensure that regional and international reporting requirements are met. Facilitate bilateral and multilateral collaboration on forestry matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AR Madula at 072 199 1136
	:	FOMCT09-2026@dffe.gov.za
<u>POST 04/70</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: CFO15/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive salary package)
	:	Pretoria
	:	National Diploma (NQF 6) in Public Administration/Business Management or relevant qualification within the related field as recognised by SAQA. A minimum of 5 years' experience in Public Administration or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level). Good command of written and oral English and any other official languages. Good Strategic coordination/ planning and business planning; Good Report/professional writing; Business process management; Organisation performance management. Knowledge of Risk management; Audit procedures and Project management background. Good Knowledge of accessing and operating the computerized post tracking system; Formats and routes of documentation throughout the department; Quality Control of documents. Knowledge of Public Service and Departmental procedures and prescripts. Ability to communicate effectively with stakeholders/senior managers at various levels. Ability to work with difficult people and to resolve conflict. The candidates must be in possession of the following skills: Organising, Facilitation skills, Communication (Written and verbal); interpersonal relations and good computer skills. Ability to protect the confidentiality of documents. Ability to gather and analyse information; to work independently and in a team. A highly developed sense of honesty. Ability to work under pressure and to work long hours voluntarily.
<u>DUTIES</u>	:	Provide Financial Management and Branch Administration Support. Compile and collate the Branch's budget breakdowns. Coordinate and compile the Branch's inputs on Procurement Plans. Coordination of the Budget review and preparation. Compile and collate Branch's expenditure. Coordination of PAIA, EDMS Referrals and Parliamentary Questions. Provide administrative support to the Chief Financial Officer. Provide Secretariat Support for the G&A Cluster Meeting. Provide Strategic Planning and Reporting. Provide strategic and annual performance planning support for the Branch. Coordinate of inputs to the Strategic Plan, APP and AOP. Mitigation of the Branch financial risk and audit exposure. Facilitate risk assessment for the Branch. Consolidate and analyse the Branch Risk Mitigation quarterly reports. Submission of the quarterly Forensic Recommendations report.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Zungu Tel No: (012) 399 8635
	:	CFO15-2026@dffe.gov.za

<u>POST 04/71</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL REPORTING, REVENUE AND DEBT MANAGEMENT REF NO: CFO09/2026</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive remuneration salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Accounting / Financial Management or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Financial Management or relevant field of which three years should be at an entry /junior managerial level (Assistant Director level). Knowledge of financial management, accounting and business practices. Financial management, Accounting. Government budgeting processes. Costs accounting. Risk management. Public Service financial legislative frameworks. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting and Modified Cash Standards (MCS). Ability to develop, interpret and apply policies, strategies, and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and asset of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. The candidates must be in possession of the following skills: Organising, Facilitation skills, Communication (Written and verbal); interpersonal relations and good computer skills. Advanced skills in respect of formal presentation and public speaking; negotiation skills. Stakeholder engagement and project management Ability to protect the confidentiality of documents. Ability to gather and analyse information; to work independently and in a team. A highly developed sense of honesty. Ability to work under pressure and to work long hours voluntarily.
<u>DUTIES</u>	:	Develop project plans for monthly, quarterly and Annual Financial Statements. Compile Financial Statements and Interim Financial Statements in accordance with Modified Cash Standards and the relevant guidelines issued by the National Treasury. Provide advice and guidance on MCS and accounting manuals for the departments. Attend to all audit queries in respect of the Financial Statements. Review inputs for preparation of financial statement and ensure proper audit trail and working papers. Compile inputs and proofreading Annual Reports. Manage the development and implementation of revenue enhancement initiatives to enhance revenue collection of the department. Manage the coordination and development of the departmental debt collection strategies and financial recovery plans. Manage Entity Control and ensure effective Public Entities Oversight. Supervise and authorise work that has been done in the section.
<u>ENQUERIES</u>	:	Mr N Leshabane Tel No: (012) 399 9115
<u>APPLICATIONS</u>	:	CFO09-2026@dffe.gov.za
<u>POST 04/72</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIM/CT03/2026</u>
<u>SALARY</u>	:	R896 436 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) or higher in Supply Chain Management or relevant equivalent qualification. A minimum of five (5) years' experience in Supply Chain Management or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Marine Living Resources Act, GRAP, PFMA, Treasury Regulations, Public Service Act. Extensive experience in supply chain management, fixed asset management. Experience in Accrual Accounting principles (GRAP) and management reporting Exposure to computerised procurement systems Proper understanding of the ORACLE system. Computer literacy. A valid driver's license. Leadership skills, Peoples' management skills, Analytical thinking, Innovative and creativity, Communication (verbal, writing and other), Computer literacy and the ability to work under pressure.
<u>DUTIES</u>	:	Manage the Acquisition management function. Ensure that an effective bid/quotation process is implemented and maintained. Ensure that the bid committees are functional. Ensure that all acquisitions are evaluated in terms of the pre-approved and published evaluation criteria. Ensure that goods and services are provided to the cost centre managers at the right time, right quality

and right quantity. Ensure that all a complete and accurate supplier database is developed and effectively utilised. Ensure that an effective logistics function including ordering, receiving and distribution of goods, and accounts payable. Manage the demand management function. Procurement Plan is prepared for each cost centre and consolidated for the whole of the MLRF. Specifications for all transaction are precisely determined. The Procurement Plan is linked to the budget of each cost centre. Manage the Asset Management function. Ensure that all the assets of the MLRF are verified annually. Ensure that the asset register is maintained monthly. Ensure effective functioning of the loss committee. Ensure effective functioning of the disposal committee. Compile confiscated fish products report. Ensure that the stores for confiscated fish products is managed in terms of the pre-determined procedures. Provide GRAP compliant asset management reports. Manage the Contract Management function. Ensure that the SCM Directorate has all the MLRF's original contracts, MOU, MOA, SLA, single source approval, sole-service provider approvals etc. Ensure that performance information is provided for all the contracts by the relevant Project Manager. Promptly advise on the course of action where a supplier fails to perform as expected. Ensure that each supplier and project manager is notified in advance when the contract ends. Maintain discipline and quality control of work delivered by employees.

**ENQUIRIES
APPLICATIONS**

: Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287
: FIMCT03-2026@dffe.gov.za

POST 04/73

: **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: FIM/CT04/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum
: Cape Town (Foretrust Building)
: Undergraduate (NQF Level 6) in Accounting/ Financial Accounting or relevant equivalent qualification within the related field recognized by SAQA, with related field. A minimum of five (5) years' experience in financial management or related field of which three (3) should be at an entry/junior management level (Assistant Director or equivalent). Applicant must also have at least three (3) years' experience in a Revenue and Debt Collection environment. Knowledge of the PFMA and Treasury Regulations and other relevant legislation. Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Proven work experience/understanding of Oracle system or similar ERP system. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele Principles) and Marine Living Resource Act and all applicable legislations. Must be computer literate. A valid driving license.

DUTIES

: Ensure effective collection of monies due to the MLRF. Assist with developing and implementing an effective debtor's management system. Ensure effective management of debtor's book. Assist with establishing and managing effective processes to collect outstanding debt. Review of existing fees and tariffs relating to revenue accruing to the MLRF. Provide inputs for revenue enhancement. Prepare revenue management reports and reconciliations with accepted budgetary framework. Assist and prepare the annual budget. Assist with the preparation of Annual Financial Statement specifically account receivable components on the financial statement. Ensure that the MLRF complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the Directorate and management of risk. Respond to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr Zamuxolo Qhanqisa Tel No: (021) 402 3554 / 082 782 7173
: FIMCT04-2025@dffe.gov.za

POST 04/74

: **SCIENTIST PRODUCTION GRADE A REF NO: OC/CT02/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R761 157 per annum
: Cape Town
: Bachelor's (BSc) Honours Degree (NQF level 8) in Physical Oceanography or equivalent qualification within the Science field 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 APPLICATIONS</u>	:	Dr Tarron Lamont, tlamont@dffe.gov.za
	:	OCCT04-2026@dffe.gov.za
<u>POST 04/75</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: SYSTEM MANAGEMENT REF NO: CWM02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum
	:	Pretoria
	:	A four (4) year degree in Natural Science or relevant qualification as recognised by SAQA, plus six (6) years' post qualification experience in a related field. Must understand the policy and legislative framework governing pollution and waste management. Sound analytical and research skills. Ability to manage and plan for activities, including projects and policy matters. Knowledge and experience in contract management. Ability to develop, interpret and apply policies, strategies and legislation. Good interpersonal relations skills, Stakeholder engagement, Strategic Capability and Leadership skills. Financial Management, work individually and in team. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. Ability to work with difficult persons and to resolve conflict. Good interpersonal relations skills. A valid Driver's license and willingness to travel.
<u>DUTIES</u>	:	Facilitate development and manage Web based online system that incorporates licensing of waste activities and associated applications; exclusions applications and registration in terms of National Norms Standards provided in National Environmental Management: Waste Act (Act No 59 of 2008). Responding to queries relating to licensing, exclusions and registration processes. Develop and maintain database of all licences, authorisations and registrations. Develop a system to manage record of decisions, designs drawings, 24G applications, Promotion of Access to Information Act (PAIA) request, external audit reports and other related documents. Develop information and record management system. Develop tools, guidelines and Standard Operating procedure for efficient administrations of Directorate. Develop and implement reporting system for directorate. Provide technical support in development of waste policy relating to directorate. Render support for license reviews. Organise and ensure successful delivery of waste licensing task team meetings. Manage schedules for preapplication and Environmental Committee Meetings and reviews.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Phaladi Tel No: (012) 399 9852
	:	CWM02-2026@dffe.gov.za
<u>POST 04/76</u>	:	<u>CONTROL BIODIVERSITY OFFICER GRADE A: PROTECTED AREAS LEGISLATION AND MANAGEMENT EFFECTIVENESS REF NO: BC02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum
	:	Pretoria
	:	A four (4) year degree (NQF level 8) in Natural Science or relevant qualification as recognised by SAQA plus six (6) years' post qualification experience field. Knowledge of legislative frameworks regulating environmental management, biodiversity, and protected areas management. Knowledge and experience in protected area management; and in the development or implementation of protected areas performance monitoring systems. Knowledge of the PFMA and supply chain management processes. The incumbent must possess the following skills and abilities: Experience and knowledge of policy development, interpretation and implementation. Programme and project Management. Ability to conduct research, gather and analyse information. Problem solving/conflict management. Intermediate computing and applications, Good interpersonal relations skills. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Development of policy and legislation for protected areas to ensure the protection of species and ecosystems. Monitor the implementation of NEMPAA and its sub-ordinate legislation. Review and monitor management plans for national protected areas. Ensure Oversight of SANParks for equitable and sound corporate governance. Provide support in strengthening and in the implementation of protected areas monitoring systems. Provide regulatory oversight of proposed mining related activities within protected areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Dana-Mfikili Tel No: (012) 399 9830
	:	BC02-2026@dffe.gov.za
<u>POST 04/77</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: MINING APPEALS REF NO: RCSM09/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum, (OSD)
	:	Pretoria
	:	A four (4) years Degree in Natural Sciences or relevant qualification as recognized by SAQA plus six (6) years' post qualification experience within the relevant field. An extensive understanding of legal administration and environmental processes. Applicant must have an understanding and knowledge of Public Service and Departmental procedures, prescripts and audit procedures Knowledge of relevant legislations: MPRDA, NEMA and associated regulations. Possess expertise of strategic coordination, operational planning, policy development and risk management. Have good professional writing, negotiation, research, presentation initiative and creativity skills. Ability to gather and analyse information. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.
<u>DUTIES</u>	:	Coordination and administer mining appeals and objectives in accordance with prescripts of NEMA and its associated regulations. Initiate the appeal process within the timeframes, provide appeals protocol and regulations. Convene Mining Appeal committee meetings to discuss the appeals depending on the complexity of the appeals. Manage and review EIA mining and mining related appeals and ensuring the adherence to timeframes as per appeal regulation. Draft appeal decisions and ministerial submission on mining and related appeals. Ensure that relevant maps and information, where possible, are attached to draft appeal decision. Provide general environmental management advisory support services. Liaise with the State Attorney on environmental matters arising from mining appeals. Provide technical support during consultation with counsel. Provide support to the Litigation unit within the department in the compilation of documents and court records.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
	:	RCSM09-2026@dffe.gov.za
<u>POST 04/78</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): MINING APPEALS</u>
<u>SALARY</u>	:	R586 956 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria Ref No: RCSM08/2026
	:	LLB Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification in the relevant field. An extensive understanding of law, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.
<u>DUTIES</u>	:	Manage the coordination and administration of appeals in terms of NEMA and other applicable legislation with specific on mining related appeals. Receive and respond to all appeals related queries from stakeholders including the appellants and applicants using the CD service standards. Convene appeals committee meeting to discuss the appeals depending on the complexity of the appeal. Attend the filing of finalized appeals in terms of internal filing policies and guidelines. Manage the coordination and administration of waste management and enforcement appeals. Manage the drafting of ministerial submissions and appeal decisions in respect of environmental authorizations issued by the DMRE. All grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Adherence to timeframes as per the 2014 National Appeal Regulations. Manage the provision of general legal support. Ensure the drafting of instructions to counsel requesting legal opinions. Provide support to litigation on appeals matters by attending consultations with counsel and compile record.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
	:	RCSM08-2026@dffe.gov.za
<u>POST 04/79</u>	:	<u>ASSISTANT DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM/CT04/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Western Cape
	:	National Diploma (NQF level 6) in Forestry or Natural Resource Management or relevant qualification within the related field. Three (3) years' experience in Forestry Management / Commercial Forestry or related field. Knowledge and understanding in the application of the National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act (NVFFA), National Environmental Management Act 1998 (Act 107 of 1998) and NEMBA, including regulations and policies regulating Natural Resources. Policies impacting on the forestry sector. Knowledge of Enumeration for data collection. Knowledge of Financial Management. Knowledge and understanding of stakeholder engagement. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to lead a team. Project management skills. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflicts. Ability to work long hours. A Valid Driving License and Willingness to travel.
<u>DUTIES</u>	:	Facilitate and coordinate the implementation, maintenance and improvement of the Sustainable Forest Management (SFM) business processes. Facilitate and implement strategies for technical forest management support service in the province. Facilitate and provide support to the development, review and implementation of the forest growth and yield model for commercial forest plantations. Provide support in the monitoring and assessment of state forest plantations in the region against the principles, criteria and indicators of sustainable forest management, including the implementation of policy and regulations. Monitor the implementation of risk mitigation plans for the state forest plantations in the region. Provide support in the development and strengthening of human resource capacity, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Facilitate the creation of work opportunities through the EPWP. Provide support to the liaison Forums within the sector. Participate in the forestry provincial development forums and development initiatives by other sector organisations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Leseke at 072 1991 291
	:	FOMCT04-2026@dffe.gov.za

<u>POST 04/80</u>	:	<u>ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444 per annum
	:	North West Ref No: FOM/CT10/2026)
	:	KwaZulu Natal Ref No: FOM/CT11/2026)
<u>REQUIREMENTS</u>	:	National Diploma (NQ6) in Forestry or Developmental Studies or equivalent qualification within the related field. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Provide technical advice and support in terms of greening programmes or initiatives. Promote partnerships between government, Non-Government Organisations (NGOs) and private individuals and communities to ensure long term commitment to land under forestry programmes. Promote sustainable use of natural resources on indigenous forest areas on both communal and privately owned land through partnerships with interested and affected parties. Coordinate and facilitate forestry greening and livelihood programmes and projects. Facilitate the implementation of greening initiatives (Ten Million Trees) programmes. Provide technical support in the development of business plans and source funding for enterprise and livelihoods projects. Facilitate the integration of Forestry Development into Local, Provincial and National Government Development spheres. Participate in the Comprehensive Rural Development and Urban Renewal Programmes. Render support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme.
<u>ENQUIRIES</u>	:	North West: Ms A Mbunge at 064 847 9530 KwaZulu Natal: Ms N Ndzimbomvu at 066 487 6993
<u>APPLICATIONS</u>	:	FOMCT10-2026@dffe.gov.za FOMCT11-2026@dffe.gov.za
<u>POST 04/81</u>	:	<u>ASSISTANT DIRECTOR: BUSINESS DEVELOPMENT REF NO: FOM/CT15/2026</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Mpumalanga, Ermelo
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) Forestry or a relevant equivalent qualification. A minimum of three (3) years' experience in Forestry or a relevant field. Knowledge in the regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of Forestry /Agricultural Economics. Knowledge of Business Plan Development. Knowledge of government administrative procedures (PFMA and treasury regulations). Leadership and management. Strategic thinking. Analytical thinking. Conceptual. Problem solving. Process design. Expert level of computer literacy. Negotiation skills. Communication, especially in writing. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret regulation and develop appropriate policy. Ability to work under extreme pressure. Articulate. Multi-tasking. Creativity. Service-oriented. Self-supervision. A Valid Driver's License and Willingness to travel.
<u>DUTIES</u>	:	Ensure provision of technical and business support of SMMEs. Conduct needs assessments to identify technical, operational, and business support requirements of SMMEs. Facilitate access to business development services, mentorship, incubation, and technical advisory support. Support SMMEs with business plans, market access initiatives, and compliance requirements. Facilitate the establishment and expansion of small grower timber production and afforestation initiatives in targeted areas. Coordinate technical support to

small growers on planting, silviculture practices, harvesting, and sustainability standards. Liaise with relevant stakeholders, including extension services, municipalities, and industry partners, to support small grower development. Facilitate afforestation licences and compliance with relevant legislations. Profiling of post settlement support project. Coordinate post-settlement support programmes for beneficiaries to ensure sustainability of supported enterprises. Identify challenges affecting post-settlement projects and recommend appropriate interventions. Compile and submit regular post-settlement support reports in line with departmental requirements. Identify and engage development agencies, funding institutions, and strategic partners that can support SMMEs. Coordinate joint programmes and initiatives aimed at enhancing SMMEs growth and sustainability. Facilitate and monitor implementation of MOUs and partnership agreements. Coordinate information sharing and reporting on partnership outcomes. Maintain a database of partners and support opportunities available to SMMEs. Contribute to the review of SMME strategies in line with departmental priorities. ii. Analyse projects performance, sector trends, and stakeholder inputs to inform strategy improvements. Provide inputs and recommendations to management on strategic risks, gaps, and opportunities. Support the development and implementation of the Blended Finance Scheme. Coordinate engagement with funding institutions, development finance institutions (DFIs), and private investors

ENQUIRIES : Ms Sibiya at 067 417 3696
APPLICATIONS : FOMCT15-2026@dffe.gov.za

POST 04/82 : **ASSISTANT DIRECTOR: NURSERY MANAGEMENT REF NO: FOM/CT12/2026**

SALARY : R468 459 per annum
CENTRE : North West
REQUIREMENTS : National Diploma (NQF level 6) in Forestry or Environmental Science or equivalent qualification within the related field. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of Housing Management, and Operations Management. Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. Client Orientation and Customer Focus. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.

DUTIES : Provide technical advice and support in terms of greening programmes or initiatives for institutional development. Promote sustainable use of natural resources on woodland & indigenous forest areas on privately and communal owned land through partnerships with interested and affected party. Render support on the implementation of livelihood development programs or projects. Facilitate the implementation of projects such as mushroom, bee keeping, vegetable gardens and medical gardens etc. Render support on the implementation of forestry enterprise development initiatives. Assist the communities with regards to the licensing of legal entities. Develop Annual Plan of Operation for nursery activities and its implementation thereof. Ensure propagation of good quality seedlings. Provide general administration support services. Revenue collection. Facilitate the coordination of capacity building workshops on the public participation processes targeting communities. Compile monthly and quarterly progress reports.

ENQUIRIES : Ms A Mbunge at 064 847 9530
APPLICATIONS : FOMCT12-2026@dffe.gov.za

POST 04/83 : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: FOM/CT14/2026**

SALARY : R468 459 per annum
CENTRE : Pretoria

REQUIREMENTS

: National Diploma (NQF level 6) in Public Administration or relevant qualification within the related field. A minimum of three 3 years' experience in administration/management and coordination. Knowledge of Departmental or government policies, procedures and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Good command of written and oral English and any other official language. Strategic coordination/ planning. Business planning. Report/professional writing. Policy development. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. The hierarchy and management structure of the department. Different specialised fields of the branches and chief directorates expertise and responsibility. Sound organising and planning skills. Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher. Excellent communication, interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulate. Multi-tasking. Sense of responsibility and loyalty. Proactive approach to meeting deadlines and delivering results with limited supervision. Ability to analyse and verify data. Creativity. Innovation. Maturity and professionalism. A Valid Driver's License and willingness to travel.

DUTIES

: Provide administration and coordination support services. Provide document management support quality control and tracking of documents. Develop, implement and maintain the filing system for the Branch administrative records. Management Branch EDMS processing of documents. Draft submissions / letters/ memos to line functionaries, Ds, CD, DG, and Minister. Develop, oversee and maintain office procedures for handling and distributing information and records. Oversee and monitor progress on correspondence referred to the CDs from the ODG, Ministry and Deputy Ministry and other stakeholders. Coordinate inputs. Provide support on the coordination of parliamentary questions, cabinet, media and other enquiries. Liaise and develop relationship with internal/external stakeholders and other government department. Coordinate stakeholder communications material, including presentations, documents, profiles, letters and database. Provide support on the consolidation of inputs from components into the Branch Business plan. Provide support on the coordination and verification of monthly, quarterly, bi-annual and annual performance reports. Manage Branch calendar. Organize meetings, workshops and briefing sessions and provide logistics support. Compile minutes and reports and provide support on the implementation of management decisions. Present submission status report to supervisor /management. Provide financial control support function and compile monthly reports (expenditure, procurement, etc.) Verify financial and non-financial information. Procure/ oversee the procurement of goods and services.

**ENQUIRIES
APPLICATIONS**

: Ms N Sibiya at 067 417 3696
: FOMCT14-2026@dffe.gov.za

POST 04/84

: **ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO:
CFO/CT10/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Cape Town
: National Diploma (NQF level 6) in Financial Management or relevant qualification within the related field recognised by SAQA. A minimum of three (3) years' experience in Financial Management or relevant field. Knowledge of financial management, and accounting. Government budgeting processes. Costs accounting. Risk management. Public Service financial legislative frameworks. Strategic planning and budgeting. HR management practices, legal issues, negotiations and dealing with conflict. Advanced skills in policy formulation. Adequate skills in computer use. Advanced skills in financial management. Project management. Stakeholder engagement. Research. Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Initiative and creativity.

<u>DUTIES</u>	:	Facilitate the development and review of the annual and medium-term expenditure framework budgets. Support the development and review of financial plans in line with the operational plans. Provide all contract administration support. Facilitate contract generation and facilitate vetting of contracts by Legal Services. Develop systems and procedures for the management of contract amendment process. Provide support on the interpretation of contracts and provide guidance on contract management. Facilitate the review of NRMP contracts in consultation with all stakeholders. Maintain contract database. Facilitate effective partnerships that support the unlocking of natural resource restoration and management.
<u>ENQUIRIES</u>	:	Mr N Essack Tel No: (021) 493 7165
<u>APPLICATIONS</u>	:	CFOCT10-2026@dffe.gov.za
<u>POST 04/85</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTING AND CASH MANAGEMENT REF NO: CFO/CT01/2026</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) in Financial Management or relevant qualification within the related field recognised by SAQA. A minimum of three (3) years' experience in Financial Management or relevant field. Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Management, Cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience. Must have extensive experience operating transversal financial systems (BAS and LOGIS). Proven planning and organising, communication, interpersonal, conflict resolution, supervisory and analytical skills. 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 inter-governmental relations and work effectively with stakeholders.
<u>DUTIES</u>	:	Co-ordinate budget capturing and monthly monitoring. Maintenance of budget policies and procedure. Capture budget on BAS. Monitoring and reporting on Expenditure. Monitor budget and expenditure daily. Prepare journals for incorrect allocations. Report on orders issued. Exercise control over filed payment documents. Download a monthly register of payment from BAS. Exercise control on Revenue and Petty Cash. Adequately account for all revenue received. Supervision of staff. Exercise control over Coastal regions filed payment documents. Ensure documents are filed as per payment number (Numerical order). Follow up with all queries from Head Office, line managers, Internal and External Auditors and other stakeholders.
<u>ENQUIRY</u>	:	Mr N Essack Tel No: (021) 4937165
<u>APPLICATIONS</u>	:	CFOCT01-2026@dffe.gov.za
<u>POST 04/86</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR5): MINING APPEALS REF NO: RCSM10/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R464 634 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification within the relevant field. An extensive understanding of law administration, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.
<u>DUTIES</u>	:	Coordinate and administer appeals in terms of the relevant legislation and guidelines and specific focus on Oceans and Coasts related appeals. Receive and respond to all appeals related queries from stakeholders including the appellants and applicants. Convene appeals committee meeting to discuss the appeals depending on the complexity of the appeal. Attend the filing of finalised appeals in terms of internal filing policies and guidelines. Coordinate and administer permitting appeals. Draft ministerial submission and appeal

		decisions in respect of oceans and coastal appeals. Ensure that all grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Prepare briefing notes for the Minister on appeals. Provide general legal support. Provide support to litigation on appeals matters by attending consultations with counsel and compile record.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
	:	RCSM10-2026@dffe.gov.za
<u>POST 04/87</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A: MINING APPEALS REF NO: RCSM11/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 per annum, (OSD)
	:	Pretoria
	:	A four (4) year Degree in Natural Sciences or relevant qualification as recognized by SAQA. A minimum of three years' experience post qualification within the relevant field. An extensive understanding of legal administration and environmental processes. Applicant must have an understanding and knowledge of Public Service and Departmental procedures, prescripts and audit procedures Knowledge of relevant legislations: MPRDA, NEMA and associated regulations. Possess expertise of strategic coordination, operational planning, policy development and risk management. Have good professional writing, negotiation, research, presentation initiative and creativity skills. Ability to gather and analyse information. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.
<u>DUTIES</u>	:	Administer mining appeals and objectives in accordance with prescripts of NEMA and its associated regulations. Coordinate the appeal process within the timeframes, provide appeals protocol and regulations. Participate in Mining Appeal committee meetings to discuss the appeals depending on the complexity of the appeals. Attend the filing of finalised appeals in terms of internal filing policies and guidelines. Review EIA mining and mining related appeals. Adhere to timeframes as per appeal regulation. Draft appeal decisions and ministerial submission on mining and mining related appeals. Ensure that relevant maps and information, where possible, are attached to draft appeal decision. Provide general environmental management advisory support services. Liaise with the State Attorney on environmental matters arising from mining appeals. Draft submission, briefing documents, responses to the public, media statements, etc. in relation to appeals.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
	:	RCSM11-2026@dffe.gov.za
<u>POST 04/88</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: SKILLS DEVELOPMENT (WSP& BUSARIES) REF NO:CMS/CT01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Cape Town
	:	National Diploma (NQF level 6) or higher in Human Resource Management/ Development or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years of experience in Human Resources or relevant field. Knowledge of Administrative procedures, Project Management, Monitoring and control, Personnel Management and Financial Management. Knowledge of Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act and knowledge of relevant policies. Knowledge of HR Practices Public Services, Department procedures. Must have ETDP, Mentoring, Coaching and Moderator and Assessor certificate and Skills Development Facilitator. Organisational, planning, supervising and communication skills (written and spoken). Must have Coordination skills, Report writing and decision -making skills. Ability to gather analyse information. Be Innovative and proactive, Good interpersonal relations skills. Ability to develop and apply policies Knowledge of Mentoring, Coaching and Moderator. Ability to work long hours voluntarily, work under extreme pressure and work independently and in a team.
<u>DUTIES</u>	:	Facilitate the process to compile the Workplace Skills Plans. Request Personal Development plans (PDP) from officials. Analyse the PDPs to prepare the WSP. Provide support on the compilation of the Departments WSP according to PSETA standards. Implement the WSP and ad hoc training requests. Draw a training calendar (generic courses). Conduct quality assurance (ensure

		accreditation of the course, service provider & NQF aligned). Compile a training logistics. Update the Skills development database. Ensure that training request is on the officials PDP. Implementation of the bursary programmes. Advertise bursaries. Capture the application forms and prepare bursary letters. Establish and coordinate internal and external stakeholders' relationships. Submit DDG assessment report per biannual. Coordinate the open day with the institutions of Higher Learning. Prepare and submit one expenditure report per quarter. Provide inputs to compilation of HRD implementation plans and progress report for the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Beta, email: mbeta@dffe.gov.za
	:	CMSCT01-2026@dffe.gov.za
<u>POST 04/89</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: CMS/CT02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Cape Town
	:	National Diploma (NQF level 6) or higher in Human Resource Management or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years' experience in Human Resource Management. Knowledge of Human Resource Management within specific reference to Performance Management. Knowledge of Departmental procedures and prescripts within the Public Service. Knowledge of Human Resource processes and practices. Knowledge of PERSAL system. Knowledge of Administration fields, Public Finance Management Act (PFMA), Treasury Regulations, Project Management and Personnel Management. Sound organising and planning skills. Good communication skills (verbal and written), be able to operate a computer and be able to compile performance reports. Must have leadership skills, facilitation and creativity. Ability to develop and apply policies, gather and analyse information. Ability to work with difficult persons and resolve conflict Ability to sense of responsibility and loyalty. Ability to work individually and in teams. Good interpersonal relations skills, sense of responsibility and loyalty. Be willing to travel. Ability to work under extreme pressure.
<u>DUTIES</u>	:	Facilitate the submission of Performance Agreement and work plans. Conduct training and empower line managers and non-SMS officials for proper facilitation of evaluations. Capture all performance agreements on database. Identify and capture poor performance on PERSAL and inform line manager. Conduct quality check of received PMDS documents. Facilitate the submission of first bi-annuals and final annual assessments. Prepare documents for committee members. Conduct the first and final performance appraisals of employee on level 4 to 12. Circulate the updated database to all branches. Maintain SMS & Non- SMS performance management database and filing system. Ensure quality assurance of received documents. Send updated database to branch administrator regarding compliance on their branches. Facilitate the management of probations. Oversee administration process of probations. Manage database and filling of probations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Beta email: mbeta@dffe.gov.za
	:	CMSCT02-2026@dffe.gov.za
<u>POST 04/90</u>	:	<u>PROJECT COORDINATOR REF NO: EP/CT01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Kwa Zulu Natal
	:	National Diploma (NQF level 6) in Natural Science / Environmental Science or relevant qualification within the related field recognised by SAQA. A minimum two (2) years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's licence and willingness to travel and work long hours with limited supervision.
<u>DUTIES</u>	:	Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the

establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES
APPLICATIONS

: Mr R Brudvig, email address: Rbrudvig@dffe.gov.za
: EPCT01-2026@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>	:	23 February 2026
<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 04/91</u>	:	<u>CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 3/2026</u>
<u>SALARY</u>	:	R1 494 900 per annum, (an all-inclusive remuneration package), (basic salary consists 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 REQUIREMENTS</u>	:	National Department of Health, Pretoria
	:	A Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA. A qualification in Health Science / Public Health/International relations will be an advantage. At least five (5) years' experience at a senior managerial level in International Relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management,

	strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.
<u>DUTIES</u>	: Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the Sustainable Development Goals (SDG). Support the prevention and control of regional public health risks that threaten South Africa and African population including humanitarian assistance. Facilitate participation in various international structures to strengthen bilateral, trilateral relations including multilateral treaties. Support the Facilitation of the International Development Assistance and Partnership programme. Advance and coordinate global health agenda in Africa and Middle East, North-South Partnerships as well as South-South relations. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of the resources.
<u>ENQUIRIES</u>	: Mr PP Mamogale Tel No: (012) 395 9378

OTHER POSTS

<u>POST 04/92</u>	: <u>ASSISTANT DIRECTOR: DIETETICS GRADE 1 REF NO: NDOH 1/2026</u> Directorate: Child and Youth Health
<u>SALARY</u>	: R638 856 – R707 625 per annum, as per OSD
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Grade 12 certificate (NQF level 4) and appropriate qualification in Dietetics or Nutrition. Registration with Health Profession Council of South Africa (HPCSA). A minimum of three (3) years' appropriate experience after registration with the HPCSA in maternal and child nutrition, infant and young child feeding in the context of HIV, prevention and management of acute malnutrition, training, advocacy and liaison, monitoring and evaluating as well as conducting research. Comprehensive knowledge of Integrated Nutrition Programmes specifically maternal nutrition, infant and young child feeding and overall maternal and child nutrition and disease specific nutrition. Comprehensive understanding of current nutrition issues. Knowledge of the Public Finance Management Act. Good communication (verbal and written), organizational, facilitation and training, project management, advocacy, monitoring, evaluation and research skills.
<u>DUTIES</u>	: Support coordination, implementation of activities to promote, protect and support breastfeeding on Nine (9) provinces. Support planning, coordination and monitoring of implementation of the Mother Baby-Friendly Initiative (MBFI) in all 9 provinces. Consolidate and disseminate MBFI monitoring report to 9 provinces. Ensuring quality of implementation for the MBFI. Facilitate the development of the expanded MBFI tools incorporating community MBFI. Contribute to the improvement of the management of acute malnutrition. Support provincial technical support to monitor implementation of the Integrated Management of Acute Malnutrition (IMAM) guidelines. Participate in the Child Health and Infant Feeding activities. Support all key activities for infant and young child feeding promotion in South Africa. Support planning for the annual breastfeeding campaign.
<u>ENQUIRIES</u>	: Ms Zandile Kubeka Tel No: (012) 395 8517
<u>POST 04/93</u>	: <u>ASSISTANT DIRECTOR: WOMEN'S HEALTH REF NO: NDOH 5/2026</u> Chief Directorate: Women's Health and Reproductive Health
<u>SALARY</u>	: R468 459 per annum, plus competitive benefits
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Grade 12 certificate and NQF 6 qualification in Nursing. Current registration with the South African Nursing Council. At least three (3) years' experience in Women's Health or Sexual and Reproductive Health, and working in the field of reproductive health cancers and/or managing women's health programmes at sub-district, district or provincial level. In-depth knowledge of Women's Health policies, guidance and services at national, provincial and district levels, knowledge of policy analysis and development, legislation in health as well as financial and project management. Good communication (verbal and written), strategic capability, planning and organizing, teamwork and computer skills (MS Office package). A valid driver's license.

<u>DUTIES</u>	:	Coordinate and monitor progress on the implementation of the National Cervical policies, guidelines and SOPs at provincial and district levels. Coordinate and facilitate the implementation of the Strategic Framework for Cervical Cancer Elimination in South Africa. Coordinate and monitor progress on the implementation of the Breast Cancer policies, guidelines and SOPs at provincial and district levels. Conduct capacity building on reproductive cancers in provinces. Create community awareness on reproductive health cancers. Perform any other duties that support sexual and reproductive health and rights.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>POST 04/94</u>	:	<u>FINANCE CLERK (PRODUCTION) REF NO: NDOH 2/2026 (X2 POSTS)</u> Directorate: Financial and Management Accounting Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF level 4). A Degree or Diploma in Finance will be an advantage. Experience in government finance will be added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Good communication (verbal and written), interpersonal, planning, organizing, numeracy, and computer skills (MS Office package). Ability to perform routine task and operate office equipment.
<u>DUTIES</u>	:	Render financial accounting transactions. Receive and check sundry payments for processing. Perform salary administration support services. Monitor, reconcile, and clear the salaries suspense account. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services. Capture all financial transactions (e.g. interdepartmental claims). Clear suspense accounts. Render a budget support service. Collect input from budget holders. Prepare expenditure reports and distribute to managers.
<u>ENQUIRIES</u>	:	Ms G Mawela Tel No: (012) 395 8695
<u>POST 04/95</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION REF NO: NDOH 4/2026</u> Directorate: Mental Health and Substance Abuse
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent NQF 4 qualification. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. And understanding of records management (electronic and manual). Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.
<u>DUTIES</u>	:	Perform administrative procedures regarding care, treatment and rehabilitation of state patients and mentally ill prisoners. Receive and process documents submitted for the admission of State patients and mentally ill prisoners and submit to the deputy director. Administer records of state patients and mentally ill prisoners. Keep regular update of the electronic and manual records system of State patients and mentally ill prisoners including their movements. Handle all enquiries relating to forensic mental health documents and records. Handle routine enquiries, both telephonic and written regarding State patients and mentally ill prisoners. Render administrative support to the directorate and sub-directorate for special projects and when needs arise. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Assist with travel arrangement for the sub directorate. Assist with accommodation and transport, and parking when required.
<u>ENQUIRIES</u>	:	Mr Bashu Pule Tel No: (012) 395 9533

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Western TVET College)
(Motho TVET College)

OTHER POSTS

<u>POST 04/96</u>	:	<u>SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT</u> <u>OFFICER REF NO: TNC/CO/26 – 02/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognized three (3) year National Diploma (NQF 6) in Building Management/Safety. Management/ Construction Management or related qualification. Driver's License. 2-3 years in Facilities Management, SHERQ and OHS environment. Fire marshal and First aid certificate will be an added advantage. Competencies, Abilities and Skills: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Operating of fire extinguisher. Marketing research skills. Internet usage skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system. Compile monthly, Quarterly and annual reports. Report all OHS to the Deputy Principal: Corporate Services.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to sherqofficer@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, White male, White female, Coloured Male, Coloured female and Indian female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	20 February 2026

<u>POST 04/97</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: RFT/CAMPUSADMINISTRATOR/01</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Western TVET College - Randfontein Campus
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in the administration environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
<u>DUTIES</u>	:	Management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments.
<u>ENQUIRIES</u>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to campusadmin2026@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	20 February 2026 at 12:00.
<u>POST 04/98</u>	:	<u>SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/TC/26 – 02/2</u> Nature of Appointment: Permanent) Re-advertisement
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Temba Campus
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and

	backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	: Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and set up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.
<u>ENQUIRIES</u>	: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	: Email to secretarytocom@tnc.edu.za
<u>NOTE</u>	: Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, White male, White female, Coloured Male, Coloured female and Indian female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	: 20 February 2026
<u>POST 04/99</u>	: <u>HANDYMAN REF NO: MOT/DHET/HANDY/BFN/2026(1)</u>
<u>SALARY</u>	R163 680 per annum (Level 03)
<u>CENTRE</u>	: Bloemfontein Campus
<u>REQUIREMENTS</u>	: ABET Level4/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required. Ability to interact with other officials in a professional manner. Knowledge of storage requirements, operating of machines as well as the cleaning thereof. Good Verbal and written communication skills. Planning and organising skills.
<u>DUTIES</u>	: Perform general maintenance and repairs within the Campus. Conduct regular building inspection. Carry out tasks related to plumbing, electrical infrastructure repairs. Maintenance of office equipment and furniture. Safekeeping of maintenance tools and supplies prevent loss and ensure viability.
<u>ENQUIRIES</u>	: Mrs MR Tebele Tel No: (051) 014 7601
<u>APPLICATIONS</u>	: All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
<u>FOR ATTENTION</u>	: Mr J Ntsane/Ms N Nameka Tel No: (051) 014 7850
<u>NOTE</u>	: Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at

www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified NB: Candidates whose appointments promote representativity in terms of gender, race and disability will receive first preference.

<u>CLOSING DATE</u>	:	24 February 2026 at 14h00
<u>POST 04/100</u>	:	<u>HANDYMAN REF NO: MOT/DHET/HANDY/TBN/2026(2)</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Thaba Nchu Campus
<u>REQUIREMENTS</u>	:	ABET Level4/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required. Ability to interact with other officials in a professional manner. Knowledge of storage requirements, operating of machines as well as the cleaning thereof. Good Verbal and written communication skills. Planning and organising skills.
<u>DUTIES</u>	:	Perform general maintenance and repairs within the Campus. Conduct regular building inspection. Carry out tasks related to plumbing, electrical infrastructure repairs. Maintenance of office equipment and furniture. Safekeeping of maintenance tools and supplies prevent loss and ensure viability.
<u>ENQUIRIES</u>	:	Mr NP Lintoe Tel No: (051) 014 7947
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka Tel No: (051) 014 7850
<u>NOTE</u>	:	Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified NB: Candidates whose appointments promote representativity in terms of gender, race and disability will receive first preference.
<u>CLOSING DATE</u>	:	24 February 2026 at 14h00

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 27 February 2026. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. 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), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) is required for all SMS appointments. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme> ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 04/101** : **CHIEF DIRECTOR: FOREIGN SERVICE (BILATERAL) - (VARIOUS POSTS)**
Branch: Africa, Asia & Middle East and Europe & Americas
- SALARY** : R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. Successful candidates will be required to sign a performance contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification (NQF level 7) in Political / Social / Human Science as recognised by SAQA. At least five (5) years of experience at Senior Managerial level in International Relations or related fields. A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of the Legislative Framework governing Public Service Knowledge and understanding of national policies and priorities Advanced Knowledge and understanding of SA Foreign Policy Advanced knowledge of the history of South Africa and Africa Advanced

		understanding of international politics and diplomacy Excellent managerial skills Liaison with internal and external stakeholders Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills People management and empowerment High degree of strategic and analytical thinking Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements Well-developed strategic capacity and leadership skills High degree of strategic and analytical thinking Well-developed project management skills.
<u>DUTIES</u>	:	Serve South African domestic priorities through the promotion of bilateral relations and execution of specific projects in the political, economic and cultural sectors with foreign countries. Manage and provide advice to the Departmental Executives in relations to foreign policy direction with foreign countries under jurisdiction Establish, manage, and maintain internal and external stakeholder relations Provide strategic leadership and management support in the Chief Directorate and to South African missions abroad in promoting the interests of the country Manage the overall performance of the Chief Directorate and participate in corporate governance: manage financial resources, provide leadership and manage human resources, manage planning, monitor and Evaluate and participate in corporate governance.
<u>ENQUIRIES</u>	:	Mr N Sekalo Tel No: (012) 301 8689
<u>APPLICATIONS</u>	:	Please e-mail your application to cdirfsbil26@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
<u>POST 04/102</u>	:	<u>CHIEF DIRECTOR: FOREIGN SERVICE – HUMAN RIGHTS & HUMANITARIAN AFFAIRS</u> Branch: Global Governance and Continental Agenda
<u>SALARY</u>	:	R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. Successful candidates will be required to sign a performance contract.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate qualification (NQF level 7) in Political Science, International Relations or related fields, as recognised by SAQA. At least five (5) years of experience at Senior Managerial level in International Relations A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and Understanding of Legislative Framework governing the Public Service Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills Excellent managerial skills People management and empowerment High degree of strategic and analytical thinking Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements Well-developed project management skills Liaison with internal and external stakeholders Knowledge and understanding of national policies and priorities In-depth knowledge and understanding of South Africa's foreign policy and national interests Extensive understanding of international politics Knowledge of Agenda 2063: The Africa We Want and the 2030 Agenda for Sustainable Development. Knowledge of the South African Constitution, the Bills of Rights and South Africa's broader human rights frameworks. An understanding of the core humanitarian principles that govern the work of the United Nations, as well as familiarity with the Universal Declaration of Human Rights.
<u>DUTIES</u>	:	Lead and manage the functioning of the Chief Directorate: Human Rights and Humanitarian Affairs and participate in corporate governance: Manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance. Coordinate South Africa's engagement in international and regional human rights processes. Lead South Africa's global efforts aimed at the promotion, protection and fulfilment of all Human Rights, including upholding of the rule of law, democracy and good governance. Advance South Africa's interest in global and regional humanitarian work and policy processes.
<u>ENQUIRIES</u>	:	Mr E Mahalefa Tel No: (012) 351 0884
<u>APPLICATIONS</u>	:	Please e-mail your application to cdirfshrha26@dirco.gov.za

<u>NOTE</u>	:	Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
<u>POST 04/103</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT</u> Branch: Financial and Asset Management
<u>SALARY</u>	:	R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of an undergraduate qualification (NQF Level 7) as recognized by SAQA in Financial Management or related fields. At least five (5) years' experience at a Senior Managerial level in Financial Management A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of relevant public service legislation Knowledge and understanding of SA Foreign Policy Knowledge and understanding of Financial Management Knowledge and understanding of PFMA 1999 Knowledge and understanding of National Treasury Regulation People management Planning and organising Time management Strategic planning Policy analysis and Development Facilitation skills Report writing Skills Ability to work as a team and independently Ability to work under pressure Political and cultural sensitivity.
<u>DUTIES</u>	:	Manage departmental budgeting and cash-flow processes for both head office and missions including the production of monthly, quarterly and annual financial reports Manage the provision of revenue and expenditure management services Manage the development of integrated accounting and financial management systems including financial reports Manage the overall performance of the Chief Directorate and participate in corporate governance: manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms V Beshe Tel No: (012) 351 1327 Please e-mail your application to cdirfm26@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
<u>POST 04/104</u>	:	<u>CHIEF DIRECTOR: FOREIGN SERVICE TRAINING & INTERNATIONAL SCHOOL</u> Branch: Diplomatic Training, Research & Development (DTRD)
<u>SALARY</u>	:	R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of an undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA At least 5 years of experience at Senior Management level in Training on International Relations and Diplomacy or related fields. A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of DIRCO policies and procedures Extensive knowledge of the Foreign Service Act Knowledge and understanding of general governmental processes and procedures Language proficiency Strategic Capability and Leadership Knowledge of the PFMA and Financial Management People Management and Empowerment Change Management Knowledge and Information Management Client Orientation and Customer Focus Computer literacy Project Management Policy development and implementation Verbal and written communication Planning and organising Knowledge of South Africa's domestic and foreign policy priorities and strategies.
<u>DUTIES</u>	:	Oversee the management and provisioning of training of the Diplomatic representatives on relevant skills, knowledge and competencies that will enable them to present, articulate and promote South Africa's Foreign and Domestic policies Oversee training of Corporate Service Managers and

Attaches on necessary skills and aptitude to serve at South African Missions
Oversee the provision of foreign language skills training to DIRCO Officials,
Officials from other government departments, and foreign diplomats as well as
interpreting and translation services Oversee the implementation of the Quality
Assurance and Accreditation systems Oversee the management of the Library
Services Manage the overall performance of the Chief Directorate and
participate in corporate governance, manage financial resources, provide
leadership and manage human resources, manage planning, monitor and
evaluate and participate in corporate governance.

ENQUIRIES
APPLICATIONS

: Ms J Moepya Tel No: (012) 301 8754
: Please e-mail your application to cdfstis26@dirco.gov.za

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.

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	23 February 2026
<u>NOTE</u>	:	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. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 POSTS

<u>POST 04/105</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 26/05/CS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Industrial Psychology/ Management Services/Production Management/ Operations Management/ Industrial Engineering as recognized by SAQA; A minimum of 3 years' experience in an organizational development environment at managerial (Assistant Director) level; Knowledge of Organisational Design and Development, Job Evaluation system and processes, Development of job profile and job competencies, Business Process Management (mapping, standard operating procedures, norms and standards, analyses of process and improvement); Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act; Public Service Regulations, Treasury Regulations; Departmental Financial Instructions, Public

		Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate the development, review and implementation of organizational design services; Manage the alignment and maintenance of functional post establishment; Manage and coordinate the development and implementation of business processes; Manage and develop norms and standards for departmental operations; Manage and coordinate job analysis and evaluation process; Manage and facilitate the development and review of job descriptions; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms A van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>POST 04/106</u>	:	<u>COURT MANAGER REF NO: 02/2026/WC</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Caledon
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 04/107</u>	:	<u>ASSISTANT DIRECTOR: GENDER MAINSTREAMING REF NO: 26/10/DG</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in LLB/ B Proc/Social Sciences; A minimum of 3 years' experience of which at supervisory level; Knowledge of government prescripts, Public Finance Management Act, Public Service Act, Treasury Regulations and relevant governance prescripts; Knowledge and understanding of court processes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Research; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Implement, mainstream and develop interventions for gender equality and gender empowerment; Review the Departmental policies in line with legislation for the promotion of gender equality and women empowerment; Coordinate capacity building on the mainstreaming of programs promoting gender equality and women empowerment; Implement statutory reporting and compliance; Manage human, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Chauke Tel No: (012) 315 1329
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>POST 04/108</u>	:	<u>SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 26/04/CS (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 6 qualification in Management Services /Organisation and Work Study/ Operations Management / Production Management as recognized by SAQA; A minimum of 2 years functional work experience in an organisational development environment; Knowledge of Organisational Design and Development, job Evaluation system and processes, Development of job profile and job competencies, Business Process Management (mapping, standard operating procedures, norms and standards, analysis of process and improvement); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Teamwork; Critical thinking; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Develop, review and implement Organisational structures and systems; Develop business processes; Develop norms and standards for the departmental operations; Conduct of job analysis and evaluation process; Develop and review job descriptions; Promote efficiency through the design and control of departmental forms.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Ross Tel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu
<u>POST 04/109</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 03/2026/M/WC</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Master of the Western Cape High Court: Cape Town
	:	Grade 12 or equivalent qualification; Three (3) years' experience in Administration; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of Public Finance Management Act (PFMA); Treasury Regulations; Departmental Financial Instructions (DFI); Public Service Act and other relevant legislation. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Planning and organising skills; Ability to work under pressure Communication skills (verbal and written); Problem Solving skills; Customer Service; Document Management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and Provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.

<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town. OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 04/110</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 07/2026/WC</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Hermanus
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Relevant Administrative experience in family law matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeric skills; Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure; Facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 04/111</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 26/12/FS</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade12 or equivalent qualification; Knowledge of human resource duties, practices as well as the ability to capture data and operate computer; Understanding of the of the legislative framework governing the Public Service; Knowledge of procedures in terms of the working environment. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Good organizing skills; Organizational abilities; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.
<u>ENQUIRIES</u>	:	Ms N Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR https://forms.office.com/r/X2XaVPasWu . Obtainable using Microsoft edge or the latest Chrome version.
<u>POST 04/112</u>	:	<u>ADMINISTRATION CLERK REF NO: 06/2026/M/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the Western Cape, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471

<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 04/113</u>	:	<u>TELECOM OPERATOR REF NO: 05/2026/WC</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office, Kuilsriver
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
<u>DUTIES</u>	:	Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>POST 04/114</u>	:	<u>MESSENGER REF NO: 04/2026/WC</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Kuilsriver
<u>REQUIREMENTS</u>	:	Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000; OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: misa22@tttreruitment.co.za
- CLOSING DATE** : 23 February 2026
- NOTE** : MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other Provinces.: Note For All Applications: 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/ "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 qualifications , only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). 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.

OTHER POST

- POST 04/115** : **LEGAL ADMINISTRATIVE OFFICER REF NO: MISA-LAO-18 (X1 POST)**
- SALARY** : R324 579 – R1 111 323 per annum, (OSD), Total cost package
- CENTRE** : MISA Head Office - Centurion
- REQUIREMENTS** : **MR 3:** LLB degree or equivalent relevant qualification plus 5 years post qualification experience in the legal profession. **MR 4:** LLB degree or equivalent relevant qualification plus 8 years post qualification experience in the legal profession. **MR 5:** LLB degree or equivalent relevant qualification plus 14 years post qualification experience in the legal profession. Must be admitted as attorney or advocate of the High Court. Minimum of five years' experience in the legal field. Experience in the public sector is an added advantage. Appointment to be made as per the OSD provisions. Process Competencies: Applied Strategic Thinking. Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Public Service Act. PSA Regulations 2016. Treasury Regulations, Procurement Regulations and Departmental Policies. Framework for Supply Chain Management. Tender and contract administration; Preferential Procurement Policy Framework Act.
- DUTIES** : The successful candidate will perform the following duties: Handling legal matters that impact on the work and including litigation support, drafting/vetting/editing contracts, SLAs, MOUs, debt collection. Serving on various committees/bodies. Rendering legal advice on a wide range of areas

ENQUIRIES

including procurement, labour legislative, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework.
:
Ms Zipho Thete & Thato Noge Tel No: (012) 848 5308/5401/ 5305 / 5305 / To
The T Recruitment at 067 391 7387

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>
 : 23 February 2026 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.

OTHER POSTS

<u>POST 04/116</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE & IMPROVEMENT PROGRAM REF NO: S003/2026</u> Division: Office of The Director-General (ODG) Purpose: To manage the completion of the Quality Assurance and Improvement Program (QAIP) for NT, ASB, IRBA and GTAC in accordance with the Global Internal Audit Standards.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive) 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 Internal Auditing or Accounting. Certified Internal Auditor (CIA) or Professional Internal Auditor (PIA) and Quality Assurance Certificate will be an added advantage. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in internal auditing. Knowledge and experience of Quality Assurance and Improvement Program.
<u>DUTIES</u>	:	Stakeholder Management: Contribute to awareness of Internal Audit with specific emphasis on Quality Assurance and Improvement Program. Initiate plans and guidelines for completion of strategic and operational activities. Engage stakeholders in the establishment and maintenance of good relations on audit matters. Contribute towards initiatives and recommendations as approved by the Audit Committee. Audit Process Risk assessment, audit plan, assurance and consulting services: Perform quality assurance on the audit work produced by other directorates within internal audit. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the audit plan and annual Quality Assurance and Improvement Program based on the strategic and operational risks. Provide advice and guidance on Quality Assurance and Improvement Program initiatives and propose solutions. Initiate the completion of Quality Assurance and Improvement Program and the findings register. Providing feedback to internal audit directorates on audit reports and technology related matters. Resource Management: Manage and develop Quality Assurance resources to ensure effective and efficient delivery and achievement of objectives. Develop a training plan for development and retention of capacity. Perform resource allocation and prioritisation across the unit. Process improvements and research: Keep abreast of trends, new developments in the broader audit environment. Identify areas for improvement to ensure a sustainable Audit Strategy, Quality Assurance and Improvement Program, Methodologies and Resource Plan to ensure continuity of the Internal Audit function. Management reporting: Manage the Quality Assurance reporting processes and assist with the development of the audit committee packs. Present Quality Assurance reports and provide feedback on the progress against the approved Quality Assurance and Improvement Plan.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 04/117</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REFORM REF NO: S001/2026</u> Division: Budget Office (BO) Purpose: To support the effective management and continuous improvement of the Vulekamali budget data portal, ensuring that South Africa's budget information is accurate and accessible.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum, (Excl. benefits) Pretoria A Grade 12 coupled with minimum National Diploma (equivalent to NQF level 6) in Information Technology or Informatics. A Bachelor's Degree (equivalent to NQF level 7) will be an added advantage. A minimum of 3 years' experience obtained in Information Technology, Programming, Software development, Data Mining, Data Analysis and related technical fields.
<u>DUTIES</u>	:	Data Preparation and uploading: Collect, clean, and validate raw budget datasets to ensure accuracy, consistency, and readiness for integration into the Vulekamali portal, Standardise and upload datasets in line with metadata, formatting, and international open data standards, ensuring completeness and usability for stakeholders, Develop and document data dictionaries, methodologies, and transformation processes, while maintaining version control and archiving for audit and reference purposes, Monitor data pipelines

and coordinate with internal teams to ensure timely availability and seamless integration of budget information on the portal, Develop and maintain a budget data portal meeting international standard: Development of an online and active data portal containing budget and related information, Provide for business intelligence and basic data analysis tables, graphs, narratives available on latest budget data, Provide links between the data portal and other related information sites owned by stakeholders to the portal, Daily maintenance of the portal, Troubleshooting: Provide first-line support for technical issues raised by users and stakeholders, Stakeholder Engagements: Coordinate with government departments, civil society, and partners to align on budget data requirements, Facilitate workshops, training, and demonstrations on how to use and interpret Vulekamali data, Implement service delivery standards, Gather stakeholder feedback to inform portal improvements and policy reforms.

<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 04/118</u>	:	<u>ASSISTANT DIRECTOR: LEGAL ADMINISTRATION REF NO: S004/2026</u> Division: Office of The General-Counsel (O-GC) Purpose: To assist with the management and administration of trust deeds, bona vacantia assets, judgments, operational reports and labour relations.
<u>SALARY</u>	:	R468 459 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 is required coupled with a minimum LLB degree or equivalent four-year Bachelor's Degree in Law (equivalent to NQF level 7). A minimum of 3 years' experience in a legal environment. Knowledge of Constitutional and Administrative law and relevant legislative framework. Drafting and research experience. Computer literacy.
<u>DUTIES</u>	:	Administer and manage bona vacantia applications and judgements received in terms of the State Liability Act: Accurately record all new bona vacantia applications and judgments received and ensure that all records are easily accessible. Assess and verify documentation submitted in support of judgements and draft and execute response letters to relevant departments and / or third parties. Assess and verify documentation received in respect of bona vacantia matters, including litigation, and draft and execute responses to relevant legal practitioner regarding it. Maintain and keep up to date the database of all bona vacantia matters and judgements for effective record keeping. Provide legal assistance with Labour Relations matters: Consult and liaise both internally and externally with stakeholders on labour matters. Assist with the execution of referrals and handling of labour matters by the State Attorney. Assist with the preparation process of Bargaining council and Labour Court matters. Provide custody of all relevant documents and pleadings received. Ensure that where external resources are utilised the scope and costs have been approved by the Chief Director and the resources are managed in line with the agreed quality, milestones, deadlines and budget. Draft briefing documents and legal pleadings, etc. Represent clients at appropriate Forums. Provide support to the Director and Deputy Director on labour relation matters. Provide legal advice: Analyse specific legal problems and assist in the development of legally sound and responsive solutions and strategies. Perform legal and/or factual research and investigations as specifically assigned, analyse data and recommend courses of action, as appropriate. Draft written or oral legal advice on legal matters relating to the National Treasury's mandate. Assist with responses to Public Protector, commissions of enquiry, oversight bodies, etc. Assist with the review of PAIA submissions for legal compliance. Compile operational reports: Populate and update legal services operational reports. Distribute reports for input and incorporate inputs for final approval prior to submission. Manage the operations, systems and processes of the Directorate: Implement service delivery standards. Maintain effective and efficient systems to address internal and external risks. Incorporate inputs on legal reports, correspondences and other documents emanating from the Chief Directorate.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 04/119</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES PLANNING AND INFORMATION SYSTEMS REF NO: S004/2026</u> Division: Corporate Services (CS) Purpose: To facilitate and implement HR Planning services in the National Treasury.
<u>SALARY</u>	:	R468 459 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) in Human Resources Management or Business Administration or Management or Public Administration. A Bachelor's Degree (equivalent to NQF level 7) will be an added advantage. A minimum of 3 years' experience obtained in the Human Resources Management service environment.
<u>DUTIES</u>	:	Facilitate, co-ordinate and monitor workforce planning in the Department: Facilitate and implement workforce planning and plans according to the financial planning process and (budget) financial plan, Facilitate and adjust HR plan processes and procedures in the Department, Ensure that the workforce plan has a clear understanding of the Departmental objectives, Facilitate and analyze present and future workforce needs to determine gaps or surplus, Facilitate and analyze the current workforce profile to establish a baseline of the current state of the Department (i.e. demographic data on the workforce, retirement eligibility, skills and competencies, salary data, supervisory ratios, and management, projected leadership positions). Facilitate the development and implementation of HR plan analysis: Facilitate HR forecasting in line with Organisational strategy, Facilitate, monitor, and maintain comprehensive workforce analysis, Conduct research and provide recommendations to inform organizational capacity requirements, Identify the gaps between the needs and what is available and recommend the necessary action plans to bridge the gaps. Ensure business transformation and partnership with various stakeholders: Liaise with the Department of Public Service and Administration on HR Planning matters, Benchmark with various institutions for best practice, Revisit, review, and streamline all processes to ensure accuracy and efficiency in operations execution, Monitor and participate in the implementation of efficiency improvement projects, Facilitate best practices to contribute towards improved processes and procedures. Establish quality assurance practices and procedures to verify whether assigned tasks were implemented according to standards: Initiate the quality assurance on the source document and data verification of all PERSAL transactions, Develop methodologies and standards measuring the effectiveness of internal governance within business, Develop and implement metrics and systems to measure quality of outputs and propose remedial actions, Generate managerial reports and statistics for governance purpose.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

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

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

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

Mpumalanga Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

CLOSING DATE

:

20 February 2026

NOTE

:

All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. 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. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 04/120</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2025/393/OCJ</u> Re-advert, Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Provincial Service Centre, Cape Town Applicants should be in possession of three (3) year National Diploma in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management/ Assistant Director level. Applicant should have knowledge of OSD and a valid driver's license. 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. Knowledge and Skills: Knowledge of Human Resource Administration as well as Recruitment and Selection. Basic Conditions of Employment Act and Employment Equity Act. Knowledge and understanding of the current Public Service Legislations, Regulations and Policies. Knowledge of HR related standards, practices, processes and procedures. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated. Skills and Competencies: Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
<u>DUTIES</u>	:	Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer the implementation of the policy and procedure on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel

		within the Human Resource section / unit; Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048
		HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/393/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 04/121</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2025/394/OCJ</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Human Resource Management/ Public Administration/ Management/ Personnel Management/ relevant equivalent qualifications at (NQF Level 6), a minimum of three (03) years' experience in the relevant field of which one (01) year should be at supervisory level. Knowledge and understanding of OSD and a valid driver's license. 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. Skills and competencies: Knowledge of and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM policies, knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, computer literacy, analytical thinking, problem solving skills, decision making skills, motivational skills, time management, strategic skills, conflict management and communication and report writing abilities.
<u>DUTIES</u>	:	Facilitate the implementation of recruitment processes in the department: Facilitate the placement of adverts with agencies, DPSA and on Judiciary website. Implement and monitor compliance of selection processes within the department. Provide support in the development of recruitment and selection policies. Provide support in the development of recruitment and selection reports. Ensure administrative support within the sub-directorate: Ensure the updating of all recruitment and selection database. Supervise and develop staff.
<u>ENQUIRIES</u>	:	HR and Technical Related Enquiries: Ms D Kupa S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/394/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 04/122</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS (FUNCTIONAL) REF NO: 2025/395/OCJ</u> 12- months contract
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Accounting/Financial Management/Information Systems or relevant equivalent qualification at NQF level 6 or. A minimum of three (3) years' experience in Financial Systems environment. Extensive understanding of the LOGIS systems and Basic Accounting Principles. Sound knowledge and understanding of the PFMA and Treasury Regulations. 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 Knowledge and Skills: Ability to conduct financial analysis. Required technical proficiency. Planning and organizing. Problem solving and decision making. Customer focus and responsiveness. Prepare reports and proposals related to the Department's strategic and

	operational plans. Strong analytical skills. Advanced computer skills and good communication skills.
<u>DUTIES</u>	: Handle daily operations of the LOGIS system and deliver ongoing support to the system users. Investigate user requests and provide solutions to all functional related system queries. Log departmental requests with National Treasury. Escalate queries that are long outstanding to management. Monitor and update item classifications, accountability, reporting categories and ensure alignment with financial reporting standards. Maintain a knowledge base of frequently asked questions and solutions. Track unresolved issues and follow up with relevant stakeholders. Assist with the implementation of procurement system. Assist in creation of regional Logis stores. Support function on newly implemented LOGIS stores. Ensure the correctness of control files during implementation which ensures data integrity. Reporting on progress with implementation of new LOGIS Stores. Verify and uphold the system's operational integrity and functionality through regular quality checks. Facilitate LOGIS functional training to system users. Maintain the administration of LOGIS to ensure reliable record keeping for audit purposes and ensure that filing is completed daily. Submit monthly, quarterly and annual reports to the Manager to assist in the monitoring of achievement of the objective for Financial Systems sub-division.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms. Buntu Sompini Tel No: (010) 493 2588 / 069 310 7419 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2619
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/395/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 04/123</u>	: <u>JUDGE'S SECRETARY REF NO: 2025/396/OCJ</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: North West High Court: Mmabatho
<u>REQUIREMENTS</u>	: Applicants should be in possession of a grade 12 certificate. an LLB degree or a minimum of 20 modules completed towards an LLB, BA/ BCom Law degree. A minimum of one (1) year secretarial experience. A valid driver's license will serve as an added advantage. 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. Skills and Competencies: Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities and proficiency in English.
<u>DUTIES</u>	: Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

<u>ENQUIRIES</u>	:	Technical enquiries: Mr O Sebatso Tel No: (018) 397 7064/ 7000 HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/396/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 04/124</u>	:	<u>REGISTRAR REF NO: 2025/397/OCJ</u>
<u>SALARY</u>	:	R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West Division of The High Court: Mmabatho
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or a four (4) years Legal qualification. A minimum of three (3) years legal experience obtained after qualification. Superior Court or litigation experience and a valid driver's license and will be an added advantage. 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. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics; Professionalism; Ability to work under pressure and deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.
<u>DUTIES</u>	:	Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate, default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician. execute taxations to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalize Opposed and Unopposed Taxations in accordance with SOP, deal with and finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, Maintain and update manual registers for Audit of reported Performance information. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064/7000 HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7000
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/397/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

<u>POST 04/125</u>	:	<u>REGISTRARS CLERK: CASEFLOW REF NO: 2025/398/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade 12. A minimum of one (1) year administration experience preferably in a court environment, An LLB qualification, B Com Law, BA: Law, Paralegal Degree / Diploma and experience in general legal administration will serve as an advantage. 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. Skills and competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. Knowledge of Court Online.
<u>DUTIES</u>	:	Render administrative support services to the caseflow management division of the court in terms of the relevant rules of court, Filing of civil process, render counter services, act as liaison between Judges and Legal Practitioners, attend and oversee general public queries, rendering of efficient and effective support services to the court, attend to telephonic and /electronic official queries / correspondence, manual data collection, capturing, monitoring and control, provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and / or supervisor, and assist in archiving and safekeeping of the recorded cases, uploading and updating case information on registrars' tools and on Court Online.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms. N Hanekom Tel No: (021) 480 2635 HR enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/398/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 04/126</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2025/399/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a grade 12 (NQF 4) certificate or equivalent. A National Diploma in Human Resources Management or an relevant equivalent qualification in the field at NQF Level 6, as recognised by SAQA will be an added advantage. No experience required. Exposure in the field will be an added advantage. 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. Knowledge: knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Knowledge of PERSAL system will be an added qualification. Skills: Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill, Interpersonal relations, Typing skill.
<u>DUTIES</u>	:	Render administration services for recruitment, selection and appointment processes within the unit, provide support to the Conditions of Services, Provide administrative support services. provide support to HR records management.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr SJ Zwane Tel No: (013) 758 0000 HR enquiries: Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/399/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 20 February 2026; 16h30
- NOTES** : Applications must consist of a) A fully completed and signed PDF Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. b) A recent comprehensive PDF CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct personnel suitability checks on recommended candidates. Correspondence will be limited to shortlisted candidates only, thus, if you have not been contacted within 3 months from the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be considered and the OPSC will not be held liable. All shortlisted candidates including SMS shall undertake two pre-entry assessments. Following the interview and technical exercise on SMS posts, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate (Nyukela) obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid. All shortlisted candidates must avail themselves on the date and time determined by the OPSC. The OPSC reserves the right to fill or not fill any vacant post.

MANAGEMENT ECHELON

- POST 04/127** : **CHIEF DIRECTOR: INTEGRITY MANAGEMENT AND ETHICS REF NO: CD/IME/01/2026**
- SALARY** : R1 494 900 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's degree (NQF level 7) in Public Management/Public Administration / Developmental Social Sciences, Law or related field. A Master's degree in Workplace/Business Ethics and Certification as Ethics Officer will serve as an added advantage. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Five (5) years' experience at the senior managerial level in Ethics / Integrity or Anti-corruption environment. Proven experience in advocacy. Proven experience in applied

		research, monitoring and evaluation. Proficiency in coordinating multi-stakeholder projects. Thorough understanding and knowledge of the legislative framework governing ethics / integrity/anti-corruption. Skills: Knowledge of handling legal, administrative and ethical practices and corporate governance. Strategic capability and leadership. Programme and project management. People management and empowerment. Team leadership. Financial Management. Planning and organizing. Strategic capability and leadership. Communication. Honesty and integrity. Problem solving and analysis. Client orientation and customer focus. Knowledge management. Technical skills: Change management. Service delivery innovation. Risk management. Analytical skills Microsoft Office Suite. Must possess a valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	:	Provide strategic direction and conceptual leadership to ensure quality delivery in the area of Professional Ethics. Conduct research in the area of Professional Ethics. Manage and support evaluations and promotion of the Constitutional Values and Principles in the Chief Directorate. Manage the monitoring and reporting on implementation of the Public Service Commission (PSC) recommendations and directions. Provide strategic support to the Office and the Commission in the execution of the PSC mandate. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr M Malatsi Tel No: (012) 352 1073
<u>POST 04/128</u>	:	<u>CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: CD/PMP/01/2026</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria Ideal candidate's profile: The successful candidate must have an appropriate recognised Bachelor's degree (NQF level 7) in Public Management/Public Administration/Human Resource Management/ Industrial Psychology. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. 5 years' experience at the senior managerial level in Human Resource Management or Corporate Services. Thorough understanding and knowledge of the legislative framework governing human resources. Skills: Planning and organizing. Strategic capability and leadership. Communication. Honesty and integrity. Problem solving and analysis. Team leadership. Client orientation and customer focus. Knowledge management. Financial management. Programme & project management. Change management. Organisational development. Service delivery innovation. People management and empowerment. Microsoft Office Suite. Must possess valid driver's license (with exception of disabled applicants).
<u>DUTIES</u>	:	Ensure the provision of efficient Human Resource Management, Human Resource Development, Organisational Development and Transformation services to the clients of the organization. Ensure the provision of a safe, secure and conducive work environment. Ensure the provision of internal and external communication services. Lead and direct the utilization of the resources allocated to the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr B Saki Tel No: (012) 352 1196
<u>POST 04/129</u>	:	<u>PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MPU/01/2026</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE</u>	:	Office of The Public Service Commission, Mpumalanga Provincial Office, Mbombela
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree /Advance Diploma/ Bachelor of Technology

Degree qualification (NQF level 7) in the field of Public Management/ Administration, Human Resource Management/Labour Relations/Law/Labour Law, Industrial and Organisation Psychology or Monitoring and Evaluation. A relevant NQF level 8 and above qualification will serve as an added advantage. Five (5) years' relevant experience at a middle/senior managerial level with specific focus on either of the following: Monitoring and Evaluation, Investigations, Integrity and Anti-corruption, Research or Labour Relations. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Skills: Ability to plan and coordinate activities at executive level. Proficiency in the interpretation and application of prescripts Communication. Conflict Management and Mediation. Stakeholder engagement and management. People Management and Empowerment. Financial management. Report-writing. Research. Data Analysis. Project management. Change management. Strategic capability and leadership. Computer literacy (Microsoft Office Suite). A Valid Driver's License. (with exception of disabled applicants).

- DUTIES** : Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti- Corruption. Provide strategic support to the Office and Provincially based Commissioner in the execution of the mandate of the PSC. Provide corporate service support to the Provincial Office.
- ENQUIRIES** : Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

- POST 04/130** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AND KNOWLEGDE MANAGEMENT REF NO: DD/IT&KM/01/2026**

- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package). The package includes a basic salary (75%/76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

- CENTRE REQUIREMENTS** : Public Service Commission House, Pretoria
- : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor of Technology degree NQF level 7 majoring in the field of Information Technology. 3-4 years' experience at an Assistant Director or equivalent level (for people outside government) in the area of software design and SharePoint administration. SharePoint Certificate is important and Project Management Certificate (e.g. PMBOK, PRINCCE2). Experience in system development. Knowledge of Public Service Regulatory framework and application thereof. Knowledge in the area of Information Technology and Communications. Knowledge in monitoring and assessment in the public sector/service. Skills: Analytical and report writing. Good verbal and communication skills. Project management and coordination. Financial management. Computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).

- DUTIES** : Manage and facilitate infrastructure and operational support services. Manage and provide Microsoft Sharepoint systems development and administration. Manage and provide cloud security services and administration. Provide support for information and knowledge management processes. Provide support for IT governance risk and compliance services. Manage human and financial resources.

- ENQUIRIES** : Mr SH Katz Tel No: (012) 352-1001

- POST 04/131** : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: ASD/LS/01/2026**

- SALARY** : R468 459 per annum (Level 09)
- CENTRE** : Public Service Commission House, Pretoria

<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor Proc /Law/Advance Law degree NQF level 7. 3 years' relevant experience in legal research, legal drafting, legal practice and legislative drafting. Admission as an attorney/advocate will be an added advantage). Knowledge of the following legislation and prescripts: The Constitution, Public Service Act, Public Administration Management Act, Public Service Commission Act, The Promotion of Administrative Justice Act, Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Supply Chain Management prescripts. Skills: Ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies. Ability to function independently or as part of a team. Ability to work under pressure. Well organized. Knowledge of project management principles. Strategic planning. Coordination. Financial and Human Resource management. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication with specific reference to: conducting interviews, making presentations, writing reports, submissions and memorandums. Computer literacy (Microsoft office Suite). Good proficiency in English and other languages. Research and analytical. Team player and interpersonal relations. Ability to communicate potential legal risks. Time management. Legislative drafting. Attention to detail and correctness. Multi tasked. Adaptive, enthusiastic and respectful. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Must possess a valid driver's license (with exception to people with disabilities).
<u>DUTIES</u>	:	Conducting legal research. Draft legal opinions and provide legal support services. Provide legal administration support. Provide office support.
<u>ENQUIRIES</u>	:	Adv. S Makinde Tel No: (012) 352-1188
<u>POST 04/132</u>	:	<u>STATE ADMINISTRATION OFFICER: LEGAL SUPPORT REF NO: SAO/LS/01/2026</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma / Bachelor's degree in Social Sciences / Public Administration / Public Management and Human Resource Management. 1-2 years' relevant experience in Office Administration and Management. Knowledge of the public service regulatory framework and the application thereof. Skills: Telephone etiquette. Office etiquette. Research. Office Administration. Good stakeholder liaison. Interpersonal and communications (verbal and written). Planning, coordinating and organizing. Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedicated, loyal, reliable, honest and sense of responsibility. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Advance computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).
<u>DUTIES</u>	:	Render Administrative Support service to Directorate: Litigation and Legal Services. Provide Secretarial and Personal Assistance services to the Directorate: Litigation and Legal Services. Conduct research and coordinate information for the Directorate. General Support to the Public Service Commission.
<u>ENQUIRIES</u>	:	Adv. S Makinde Tel No: (012) 352-1188

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 20 February 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post. The posts of Finance Clerk (Ref No: DT 35/2025 & Ref No: DT 36/2025) advertised in PSVC 02 of 2026 are withdrawn and replaced with the version herein.

OTHER POSTS

- POST 04/133** : **FINANCE CLERK: FINANCIAL CONTROL AND ACCOUNTING REF NO: DT03/2026 (X2 POSTS)**
6 Months Contract (X2)
This is a readvertisement, persons who previously applied must reapply
- SALARY** : R228 321 per annum, plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations,

DUTIES

procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, Safetyweb, LOGIS etc) will be a added advantage Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipment.

: Clearing BAS exceptions online, Request BAS reports and clear PMG accounts, Process journals on BAS, Receive entity information to create, import, link or to maintain on BAS and LOGIS, Capture on Safetyweb and obtain Bank detail verification, Create, import, link or amend entities on BAS and LOGIS, File entity information and make sure all entities have a verified report from Safetyweb and a CSD report if applicable, Archive to storeroom, Attends to enquiries received with regards to entities, Sign off Logis Procurement form for verification of banking details, Check verification status of project bank details prior to payment processing, Receive and print notification (e-mail) from National Treasury for CR transfer payments to authorize, Receive copies of payment documents and payment stub from Credit section, Check and Verify that the information captured on BAS is correct on Safetyweb and authorize, Print a status report on Safetyweb, update register and file and the documents, Receive Financial batches from different sections, Verify and sign reports that all batches are received, Reconcile user report with the BAS payment register, Sort batches in form type and number sequence, Reconcile batches received with the different BAS registers, Ensure that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document, Send incomplete documents back to the section with written explanation of the problem, Follow-up outstanding cases, File reconciled payment registers and batches in storeroom and maintain the neatness of the documents, Archive of documents, Print and reconcile payment stubs and disbursement reports, Attend to queries related to the section, Filing payment stubs in disbursement date sequences, Extracting payment stubs for internal and external clients on request.

ENQUIRIES APPLICATIONS NOTE

: Ms N Molefe Tel No: (012) 444 6228
: Recruitment0326@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 04/134

: **FINANCE CLERK: CREDITORS, TRAVEL, ACCOMODATION AND
SUBSISTANCE REF NO: DT 04/2026**
6 Months Contract
This is a readvertisement, persons who previously applied must reapply

SALARY CENTRE REQUIREMENTS

: R228 321 per annum, plus 37% in lieu of service benefits
: Pretoria
: Matric (with subjects Mathematics and Accounting). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc) will be a added advantage. Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office Equipments. Ability to manage projects independently, Knowledge and skills in financial management, Ability to interpret and apply policies, strategies and legislation.

DUTIES

: Receive claim forms from officials / clients (outside department), Check if claims are: (Correctly compiled and amounts calculated per period away, Copy of agenda, transport, travel request form or invitation is attached, Original receipts for actual expenses e.g. tollfees, taxi and parking are attached, Ensure that the claim is signed / approved before processing, Verify if advance was taken for trip), Capture on PERSAL. , Attend to enquiries, Claims to be recorded in register and filed on weekly basis after stamped paid, Receive T&S Advance forms from officials within the department for domestic trips, Check if the advance is: (Correctly calculated according to the period away, Ensure that the advance is signed / authorized, If copy of agenda, transport or travel request form or invitation is attached), Capture on BAS, Verify correctness of: allocation, invoice number, amount, banking details and signatures, Verify limits of cellphones & 3G claims per official and also certify tax invoice, Download information from BAS and compile register of Bas payments for

payments captured, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping. Attend to enquiries relating to payments, Receive LOGIS on-line orders from Procurement, Verify: invoice number, order number, allocation, amounts, banking details and signatures, Capture orders, Download information from BAS and compile register of LOGIS payments, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping, Attend to enquiries relating to LOGIS payments.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms A Griesel Tel No: (012) 444 6244
- : Recruitment0426@tourism.gov.za
- : EE requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 20 February 2026
- : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. Note: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS**POST 04/135**

- : **CHIEF ENGINEER GRADE A REF NO: PUCMA 07**
Branch: Pongola-Umzimkulu Catchment Management Agency
Division: Water Resource Planning and Management

SALARY
CENTRE
REQUIREMENTS

- : R1 266 450 - R1 446 921 per annum, (all- inclusive OSD salary package)
- : Durban
- : An Engineering Degree (B Eng/BSc Eng) in Civil, Water or relevant qualification. Postgraduate qualification (MEng/MSc/ PhD) in Water Resources, Hydrology or related field will serve as an added advantage. Six (6) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Willingness to travel extensively. Experience in Water Resources Planning and Management, Modelling, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and

land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, and institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

DUTIES

: The Chief Engineer will be responsible for Water Resource Planning and related duties within the Pongola-Mtamvuna Water Management Area including leading the preparation, review, and implementation of the Catchment Management Strategy (ensure the CMS is aligned with NWRS, provincial growth and development strategies, Municipal Integrated Development Plans, Coordinate reconciliation strategies and water balance assessments at catchment and sub-catchment level, ensure CMS implementation is measurable, adaptive, and reviewed at prescribed intervals). the coordination of all Water Resource Planning and allocation Programs (water use authorisations (licensing), compulsory licensing, and General Authorisation, ensure allocations support Equity and redress, efficient and beneficial use and socio-economic development, Guide development of water allocation schedules and reconciliation scenarios, and advise on restriction rules during drought), Resource Protection, Classification & Reserve (lead technical inputs into Water resource classification ecological reserve determination, resource quality objectives, ensure planning decisions protect Aquatic ecosystems, strategic water source areas, and groundwater-dependent ecosystems, and integrate reserve requirements into operational planning and licensing advice). Hydrology, Groundwater & Systems Analysis (oversee hydrological modelling and system yield analyses, guide groundwater assessments, aquifer management plans, and conjunctive use strategies, ensure use of approved national tools and datasets and Review and approve technical studies supporting infrastructure or licensing decisions), Climate Change Adaptation & Risk Management (Integrate climate change scenarios into water resource planning, lead development of drought management plans and flood risk considerations in resource planning, promote adaptive management approaches as required by NWRS-3 and advise CMA Executive and Board on climate-related water security risks), Infrastructure Planning & Augmentation, Water Quality & Load Management (Integrate water quality considerations into quantity planning, Support development of Catchment water quality objectives and pollution load management strategies, Oversee salinity, nutrient loading, and eutrophication risk assessments. and provide technical advice to enforcement and compliance units), Governance, Regulation & Advisory Support (provide expert technical advice to CMA Board, Chief Executive Officer, DWS, and Support licensing, compliance, and enforcement with defensible technical evidence), Stakeholder Engagement & Cooperative Governance (lead technical engagement with various institutions), Monitoring, Information & Knowledge Management (oversee hydrological, groundwater, and water quality monitoring programmes), and Leadership, Management & Transformation.

ENQUIRIES

: Mr Zakhele Buthelezi at 079 694 6787

APPLICATIONS

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

NOTE

: N.B.: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the candidate's current salary advice.

POST 04/136

: **ENGINEER PRODUCTION GRADE A-C REF NO: PUCMA 08**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY

: R879 342 - R1 323 267 per annum, (All- inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE

: Durban

REQUIREMENTS

: An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical

design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management and safety of dams with a safety risk. Willingness to travel throughout KwaZulu-Natal for the execution of some duties. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both verbal and written. Planning, organising and people management.

DUTIES

: Investigate, analyse and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk to ensure compliance. Respond to emergency situations such as dam failures at dams and action emergency preparedness plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Prepare necessary information, reports and evidence for court applications. Assist in the development and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief and/or Specialist Engineer with all reasonable requests pertaining to dam safety risks. Supervise junior staff and assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.

ENQUIRIES

: Ms Zanele Msimang at 082 908 8141

APPLICATIONS

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

POST 04/137

: **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 09**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY

: R612 480 per annum, (OSD)

CENTRE

: Durban

REQUIREMENTS

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

DUTIES

: Implement and enforce the National Water Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to

		enforce notices; as well as criminal enforcement. Prepare necessary information, reports and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Supervision of junior staff.
<u>ENQUIRIES</u>	:	Ms Zanele Msimang at 082 908 8141
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/138</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 10</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R612 480 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A four-year degree in Natural Science / Environmental science or equivalent qualification (NQF 7). Six (6) years post qualification experience. The disclosure of a valid unexpired drivers license. Knowledge of research and development methodology. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process i.e. SFRA. A clear understanding of the Department's role and policies with regard to water resource management. Knowledge of the National Water Act 36 of 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication skills both verbal and written. Willingness to travel extensively and work irregular hours. Technical report writing, professional judgement and data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
<u>DUTIES</u>	:	Liaise with clients and other stakeholders to obtain outstanding information during Water Use Licence Authorisation (WULA) assessments. Assess and evaluate socio economic and environmental information with regard to Stream Flow Reduction Activity (SFRA) water use licence application. Conduct GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues. Draft the record of recommendations (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses. Supervision of junior staff.
<u>ENQUIRIES</u>	:	Mr Jay Reddy at 082 803 1817
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/139</u>	:	<u>CONTROL ENGINEERING TECHNICIAN REF NO: PUCMA 11</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. B.Tech /Bachelor of engineering will serve as an added advantage. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills both verbal and written and negotiation skills.
<u>DUTIES</u>	:	Provide Responsible for Water Resource Management (WRM) within the Pongola to UMzimkhulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The validation and verification of water use for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licensing taking

		cognizance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.
<u>ENQUIRIES</u>	:	Mr Jay Reddy at 082 803 1817
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/140</u>	:	<u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: PUCMA 12 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY</u>	:	R498 816 per annum, (OSD)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A relevant Honours Degree in Environmental studies or related fields (NQF level 8). Experience in the field of Water Quality Management will serve as an advantage. The disclosure of a valid unexpired drivers license. A good understanding of Integrated Water Resources Management will be an added advantage. Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills. Excellent communication skills, including verbal, report writing and presentation skills. Computer literacy.
<u>DUTIES</u>	:	Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.
<u>ENQUIRIES</u>	:	Mr Jay Reddy at 082 803 1817
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/141</u>	:	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: PUCMA 13</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Revenue Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to Five (5) years' experience in Revenue Management of which three (3) years must be at a supervision level. The disclosure of a valid unexpired drivers license. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.
<u>DUTIES</u>	:	Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Development and implementation of the revenue enhancement strategy. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za

<u>POST 04/142</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PUCMA 14</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Supply Chain and Asset Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A tertiary qualification in Supply Chain Management / Finance at NQF level 7. Three (3) to five (5) years working experience in supply chain acquisition, logistic and demand management of which three (3) years must be at supervision level. The disclosure of valid unexpired drivers license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on SAP and LOGIS systems. Excellent Interpersonal relation skills.
<u>DUTIES</u>	:	Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation /verification of all monthly SCM reports. Manage the process of sourcing of quotations up to R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the Agency and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to SCM Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/143</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: PUCMA 15</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience of which three (3) years must be at a supervision level in Human Resource Management. The disclosure of valid unexpired drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Have a working knowledge of the Basic Condition of employment Act and Labour Relations Act. Knowledge of the Public Service

		Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.
<u>DUTIES</u>	:	The incumbent will be responsible for the effective management of the total human resource functions within Catchment Management Agency. Ensuring and managing the implementation of Human Resources, Human Resources Development which includes Performance Management and Development System, Planning and Recruitment as well as HR Administration, strategies, policies, practices and systems and monitoring the guidance, to subordinates and line managers. The interpretation and application of HR policies and directives. Management of PERSAL system that will expedite the provision of information and statistics. Ensuring and managing effective programming and coordination of training activities. Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/144</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: PUCMA 16</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Management Support Services
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired drivers license. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.
<u>DUTIES</u>	:	Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/145</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: PUCMA 17 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant financial experience in Financial Accounting of which one (1) year should be supervisory level. The disclosure of a valid unexpired drivers license. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and

		experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.
<u>DUTIES</u>	:	Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30-day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/146</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SCM REF NO: PUCMA 18</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: SCM
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Supply Chain Management / Finance / Accounting / Public Finance. Two (2) to Three (3) years' experience in Supply Chain Management of which one (1) must be at supervisory experience. The disclosure of a valid unexpired drivers license. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of Accrual Accounting. Disciplinary knowledge of labour law. Knowledge to dispute resolution process. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analysis. People and Diversity Management. Client orientation and Customer focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Coordination of Demand Management Plans. Ensure that all Procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise Sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations and tenders, evaluation and adjudication thereof. Effective Management of Controls and Registers Analyse procurement trends. Implement policies. Maintenance of Supplier Data Base. Management of Assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/147</u>	:	<u>ENGINEERING TECHNICIAN GRADE A-C REF NO: PUCMA 19</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY</u>	:	R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of

the water sector: relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills relevant to Corporate Governance and stakeholder engagement.

DUTIES : Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal engineering effectiveness and consistency of measures of the Catchment Agency and other water management institutions to ensure and promote compliance and to manage compliance to the authorisations. Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Assist in the preparation of the necessary information, reports and evidence for court applications.

ENQUIRIES : Ms Zanele Msimang at 082 908 8141
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>

POST 04/148 : **PERSONAL ASSISTANT (OFFICE OF THE CHIEF EXECUTIVE) REF NO: PUCMA 20**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Office of The Chief Executive

SALARY : R325 101 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Secretarial Diploma or relevant qualification. Three (3) to five (5) years experience in rendering support services to senior management. The disclosure of a valid unexpired drivers license. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational 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 and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.

DUTIES : Provide personal assistance, including a secretarial support service, to the Office of the Chief Executive. Rendering administrative support services. Providing support to the Chief Executive Officer regarding meetings. Supporting the Chief Executive Officer with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and

		communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/149</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CHIEF FINANCIAL OFFICER)</u> <u>REF NO: PUCMA 21</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Office of The Chief Financial Officer
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or relevant qualification. Three (3) to five (5) years experience in rendering support services to senior management. The disclosure of a valid unexpired drivers license. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational 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 and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.
<u>DUTIES</u>	:	Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/150</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: PUCMA 22</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. The disclosure of a valid unexpired drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Knowledge of the Public

		Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescripts. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/151</u>	:	<u>FINANCE CLERK REF NO: PUCMA 23 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Durban
	:	A Senior Certificate with Accounting as a passed subject. A Diploma/Degree in finance, accounting, public finance, SCM will serve as an added advantage. One (1) to two (2) years' experience (internship experience) would serve as an added advantage. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts and Treasury Regulations. Knowledge of SAP and PERSAL will be an added advantage. Well-developed planning and organizing skills. Excellent problem-solving skills, good communication both written and verbal skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Manage Capture payments on SAP. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Check S & T claims. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
<u>POST 04/152</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK REF NO: PUCMA 24 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: SCM
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Durban
	:	A Senior Certificate. Diploma/Degree in Finance, Accounting, Public Finance, SCM or related fields will serve as an added advantage. One (1) to two (2) years' experience (internship experience) would be added advantage. Computer Literacy, Government System (SAP) will serve as an advantage. Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines.
<u>DUTIES</u>	:	Capturing of requisitions, Orders, goods receipting and payments. Manage filling of the Supply chain management documentation. Maintain registers of orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto database. Maintain and administer stores. Stock and administer stock level issue. Recording, faxing, copying and filling. Serve as a secretariate in the bid committees of Agency.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Zakhele Buthelezi at 079 694 6787
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za

<u>POST 04/153</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PUCMA 25 (X2 POSTS)</u> Branch: Pongola-Umzimkhulu Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Senior Certificate. A Diploma/Degree in Human resources management will serve as an added advantage. One (1) to two (2) years experience (Including internship experience) would serve as an added advantage. The disclosure of a valid unexpired drivers license. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations and other relevant HR prescripts will be an advantage. Good communication skills both verbal and written.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.) Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
<u>ENQUIRIES</u>	:	Mr Zakhele Buthelezi at 079 694 6787
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

<u>APPLICATIONS</u>	:	should be hand delivered the addresses listed below or sent via email: Eastern Cape College of Emergency Care –hand deliver to: HR Office, Eastern Cape College of Emergency Care, No 2 Spondo Street, Zwide, Port Elizabeth, 6002. or email to Khayaletu.Plaatie.echealth.gov.za
<u>CLOSING DATE</u>	:	20 February 2026
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POST

<u>POST 04/154</u>	:	<u>EMS COURSE COORDINATOR GRADE 4 REF NO:</u> <u>ECHEALTH/EMSCC/MMM/01/02/2026</u> This is a re-advert, applicants who have previously applied for the position must apply again
<u>SALARY</u>	:	R528 072 – R594 864 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	Successful completion of the one of the following qualifications that allows registration with the HPCSA as ECP: Bachelor Degree in Emergency Medical Care or Bachelor of Technology Degree in Emergency Medical Care. Registration with the HPCSA as paramedic or ECP. Experience as a Paramedic: Not applicable. Experience as an ECP: 3 Years after registration with the HPCSA as ECP. Additional experience: Applicants must have a minimum of two (2) years' experience as a lecturer in the field of Emergency Medical Care and Rescue at an Emergency Care College or University offering these programs. Competencies (Knowledge/Skills): Experience in teaching, assessment and moderation in the field of emergency medical care and rescue. Experience in curriculum development will be advantages. Previous and appropriate management and administration skills. The ability to coordinate and work in a team. Effective time management, coordinating and multitasking skills. Problem solving and decision-making abilities. Computer literacy. A valid driver's license C1 with a valid professional drivers permit (PrDP).
<u>DUTIES</u>	:	Coordinating clinical coordination for programs offered by the college which included but are not limited to: Medical Programs: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Manage clinical preceptors within the experiential learning platform. Attend to any other college daily operational duties as deemed necessary by college management.

ENQUIRIES

May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.
: Mr K Plaatjie Tel No: (041) 453 0911

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	To apply for the below positions, please apply online at http://jobs.gauteng.gov.za . For general enquiries please contact Human Resource Tel No: (011) 355-7082/7043. Only online applications will be considered.
<u>CLOSING DATE</u>	:	20 February 2026
<u>NOTE</u>	:	In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSSA website www.dpsa.gov.za/documents . Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

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

OTHER POST

<u>POST 04/155</u>	:	<u>INTERNSHIP PROGRAMME: POLICY, LEGISLATION, RESEARCH AND KNOWLEDGE MANAGEMENT REF NO: REFS/035213 (X1 POST)</u> Directorate Policy, Legislation, Research and Knowledge Management Re-advertisement, all applicants who previously applied are encouraged to re-apply.
<u>STIPEND</u>	:	R7860.50.per month
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	ND/Degree: Library & Knowledge Management/Public Management /Governance / Information Science. Applicants must be South African, unemployed and should not have been exposed to an internship programme before.
<u>DUTIES</u>	:	To complete all tasks assigned in relation to the post.
<u>ENQUIRIES</u>	:	Ms. Petunia Mabasa Tel No: (011) 355 7175

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

APPLICATIONS

: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application.

**FOR ATTENTION
CLOSING DATE
NOTES**

: Mr MTR Nzuza
: 20 February 2026
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

OTHER POST**POST 04/156**

: **ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) REF NO: KCD 01/2026**

SALARY

: R468 459 - R551 823 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: King Cetshwayo District Office.
: Matric Certificate or Grade 12 (Senior Certificate). Bachelor degree/ National Diploma in Financial Management, Accounting, Cost and Management Accounting, or Equivalent qualification with major subjects in Accounting, Economics and Financial Management, 3-5 years supervisory experience in public service within financial administration component (Accounts payable & revenue, voucher control, budget & expenditure management and reporting). Valid Drivers' License. A minimum of one year conditional grant financial management experience will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of Laws, Regulation, Policies, Instructions, Practices Notes, Public Finance. Management Act, Treasury Regulation and Treasury Guidelines. Possess in depth knowledge of budget procedures and BAS. Have the ability to perform independently and

under pressure. Have good communication and interpersonal relations. Be computer literate with a proficiency in MS Office Software, especially Excel and PowerPoint Software. Knowledge of departmental and transversal systems e.g. (PERSAL, BAS, Vulindlela, etc.) Have planning, organizing, analytic thinking and presentation skills Be able to provide technical support to all the institutions within the district and ensure that the conditional grant is spent for its intended purpose. Possess knowledge of procurement procedures and advice. Possess knowledge of human resources policies. Possess knowledge of SCM Policies and Processes.

DUTIES

: Prepare and consolidate the conditional grant business plan for all HIV/Aids Programmes and facilitate the division of the budget allocation to all institutions in the district. Analyse the expenditure trends to determine whether expenditure incurred is utilized for its intended purpose and is it in line with the envisaged output performance priorities and targets and report to HAST Finance Manager and District Finance Manager monthly. Monitor and Evaluate Conditional Grant expenditure vs budget and prepare, collate and report to District Finance Manager and HAST Finance Manager. Monitor that efficient financial document control is maintained by facilities for effective filing, tracing and retrieval of documents for audit purposes. Evidence files to be checked monthly. Provide technical support to facilities within the district to ensure that the conditional grant is utilized as per the HIV & AIDS business plan and within the grant prescripts. Liaising with the Program Managers in the District Office and Managers in the institutions (Finance, HR, Nursing Manager, PHC Supervisors, CEO) within the district in respect of staff linking and expenditure to ensure that the staff paid under the conditional grant is aligned and approved under the HIV/AIDS Conditional Grant Business Plan. Liaise with District Pharmacy Manager and Institution Pharmacy Managers regarding misallocation of ARV Medicine and other commodity expenditure. Ensure that misallocations are corrected and that supporting documents are available. Prepare monthly reconciliations for all programmes, as well as monthly variance reports. Ability to provide office support services in an effective, efficient and professional manner and ensure that all expenditure under conditional grant documents are properly filled. Ensuring that all the journals for conditional grant are checked, signed and effected timeously. Ad-hoc duties as may be required by the supervisor.

ENQUIRIES

: Mrs S.L. Msane Tel No: (035) 787 6202

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH**

CLOSING DATE
NOTE

: 20 February 2026

: Ensure that you read the conditions and requirements of the posts before applying. By applying it is taken that you agree to the conditions and requirements of the posts. Applicants are hereby invited from suitably qualified candidates for the advertised posts in the Limpopo Department of Health. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and comprehensive CV. Applications should complete separate applications where more than one centre is applied for. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail). "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct] Assessment as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The facilities advertised are based on specific operational and service needs. As such employee-initiated transfers will not be entertained. Women and People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Applicants responding to this circular should quote circular number [DPSA Circular No of 2026] as reference number on the Z83 application form. The Department reserves the right not to fill any advertised posts. The employment decision shall among other determinations be informed by the Employment Equity Plan of the department. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. Successful candidates for permanent posts will be subjected to a mandatory 12 months' probation period, and the department reserves the right to confirm or not confirm the permanency of the post on expiry of probation. NB 1: Note: The circular of advertised vacant posts will be posted on the following website: www.ldoh.gov.za ; www.dpsa.gov.za and www.limpopo.gov.za. NB 2: Applicants should apply using the application links provided for each post

OTHER POSTS

<u>POST 04/157</u>	:	<u>SENIOR CLINICAL MANAGER (HEAD OF INSTITUTION): GRADE 1 (X1 POST)</u>
<u>SALARY</u>	:	R1 647 630 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC rural allowance
<u>CENTRE</u>	:	Dr CN Phatudi Hospital
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	:	Job Purpose: Plan, co-ordinate and manage the efficient and effective delivery of clinical and administrative support services through working with the key Executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resource, promote a healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA. Ensure that goods and services are procured in a cost effective and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance, as well as occupational health and safety. Manage the institution's risk to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
<u>APPLICATIONS</u>	:	Dr CN Phatudi Hospital: <u>CLICK HERE TO APPLY</u>

<u>POST 04/158</u>	:	<u>SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 (X1 POST)</u> Re-advert
<u>SALARY</u>	:	R1 647 630 per annum, (all-inclusive remuneration package), plus 22% of basic salary ISRDS Nodes rural allowance.
<u>CENTRE</u>	:	Philadelphia Hospital
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies. Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes.
<u>DUTIES</u>	:	Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
<u>APPLICATIONS</u>	:	Philadelphia Hospital: CLICK HERE TO APPLY
<u>POST 04/159</u>	:	<u>EMS DISTRICT MANAGER: GRADE 2-3 (SHIFTS) (X1 POST)</u> Re-advert
<u>SALARY</u>	:	Grade 2: R661 263 per annum, (inclusive remuneration package) Grade 3: R1 016 055 per annum, (inclusive remuneration package)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	A) Qualifications and Competencies: Grade 12 Certificate. Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the Health Professions Council of South Africa as Emergency Care Technician [ECT], Paramedic or Emergency Care Practitioner [ECP]. Emergency Care Technician [ECT] or Critical Care Assistance [CCA], Programme or Recognized National Diploma in EMC or recognized B Tech Degree in EMC or Bachelor of Health Science in Emergency Medical Care. Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Grade 3: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Three (03) years' experience after registration with the HPCSA as an ECT, Paramedic or ECP. Copies of qualifications and current registration with the HPCSA to be attached. Inherent requirements of the job: Willingness to do after-hour work and be on call including shift work. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Inherent requirement: A valid driver's license with PDP (C1/ Code 10) B). Knowledge and Skills: Knowledge of ILS/ECT protocols. Understanding of EMS and its line of business. Proven managerial and interpersonal skills. Good verbal and written communication skills. Knowledge of Public Finance Management Act.
<u>DUTIES</u>	:	Management of EMS vehicles, equipments and staff at station level. Treat patients in accordance with relevant protocols. Maintain best clinical practices

in accordance with quality standards. Abide by standing operational procedures.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.

APPLICATIONS

: Waterberg District: [CLICK HERE TO APPLY](#)

**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 can be emailed to the respective email address provided for each post.
<u>CLOSING DATE</u>	:	20 February 2026 @ 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 of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevents 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 also be subjected to practical assessments, 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. The Department reserves the right not to make appointment. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. SMS POSTS: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). 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

POST 04/160 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/26/05**

SALARY : R1 059 105 per annum (Level 12), all-inclusive salary package (Please note that this post was previously advertised on DPSA Vacancy Circular 15 09 May 2025 and applicants who applied previously are encouraged to reapply)

CENTRE REQUIREMENTS : Head Office, Mbombela
An appropriate SAQA recognized undergraduate NQF level 7 qualification in BCom- Economics/BCom-Business Management/ Business Administration/ Bachelor of Administration with a minimum of 3 (three) years work experience in economic empowerment/enterprise development/trade investment and promotion environment at junior management level (Assistant Director). An in-depth understanding of MSMEs development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. 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. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at competent levels: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

DUTIES : Assist to develop a provincial MSMEs strategy and play an active role in ensuring that the strategy is implemented. Participate in the identification of small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Assist to build strategic partnerships that provide for innovative and an integrated approach in advancing the competitiveness of MSMEs and Co-operatives. Facilitate and support the establishment of Cooperatives. Facilitate access to funding and market networks for MSMEs. Assist to facilitate engagements with regional and national economic development agencies. Ensure the facilitation of access and linkages to markets for MSMEs and Cooperatives. Manage the coordination of financial and non-financial support. Manage human and financial resources of the Sub-directorate. Managing the performance of staff to advance the objectives of the Department. Guiding, coaching, and developing staff and adhering to relevant policies and procedure. Manage all governance related matters of the Sub-directorate.

ENQUIRIES APPLICATIONS : Mr. SJ Xaba Tel No: (013) 766 4146
Email application to: recruitmentdedt2@mpg.gov.za

POST 04/161 : **DEPUTY DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: DEDT 2025/26/25**

(Please note that this post was previously advertised on DPSA Vacancy Circular 07 on 21 February 2025 and applicants who applied previously are encouraged to re-apply)

SALARY : R1 059 105 per annum (Level 12), all-inclusive salary package
CENTRE : Head Office, Mbombela

<u>REQUIREMENTS</u>	:	An appropriate SAQA qualification NQF level seven (7) in Economics with at least three (3) years of experience in conducting and disseminating economic research at junior management level (Assistant Director/Economist). A valid driver's license. Demonstrate knowledge and work experience in the application of quantitative and qualitative research methodologies. Advanced computer skills (MS Word, Excel and Power Point), as well as good written/research report writing and verbal/presentation communication skills. Good planning, organizing and leadership skills, as well as analytical thinking, problem solving and decision making skills. Good knowledge of relevant Government legislation such as: Public Service Act, Public Service Regulations, PFMA, MFMA and Treasury Regulations, Government Budget Processes, Constitution of the RSA and Batho Pele principles. Competencies: Research Methodology, Research Management 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.
<u>DUTIES</u>	:	Conduct and compile research reports on the state of identified/key economic sectors and industries in Mpumalanga. Develop an updated economic research agenda report for the Department. Manage, conduct, compile and disseminate e-based research reports that are relevant to provide support and advice to economic planning and decision-making processes. Provide technical assistance to other departmental directorates and MPG departments, public entities, municipalities and other forums, building partnerships and participate in research coordination. Manage resources within the unit and perform any other relevant function as per the delegation.
<u>ENQUIRIES</u>	:	Ms LP Mabaso at Tel No: (013) 766 4424
<u>APPLICATIONS</u>	:	Email application to: recruitmentdedt3@mpg.gov.za
<u>POST 04/162</u>	:	<u>DEPUTY DIRECTOR: CONSUMER EDUCATION: REF NO: DEDT 2025/26/26</u> (Please note that this post was previously advertised on DPSA Vacancy Circular 10 on 14 March 2025 and applicants who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), all-inclusive package
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 07) tertiary qualification in Consumer Sciences/Economics/Law/Public Administration/Development Studies/ Education/ Communications with a minimum of three (3) years work experience in consumer protection/education/public awareness programmes environment at junior management (Assistant Director level). A valid drivers license. Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors and governance frameworks. Experience community development and public education approaches, experience working with vulnerable or underserved communities, media engagement and public communication experience, exposure to intergovernmental relations and partnerships. Competencies: Strategic capability and leadership, Programme and project management, Stakeholder engagement and communication, Policy analysis and implementation, Monitoring and evaluation, Technical Competencies, Knowledge of consumer protection legislation and regulatory frameworks, Consumer education methodologies and public awareness strategies, Research, data analysis, and reporting, Budgeting and financial management, Behavioural Competencies, Ethical conduct and integrity, Strong interpersonal and facilitation skills, Cultural sensitivity and inclusivity, Problem-solving and decision-making, Ability to work under pressure and meet deadlines client orientation, communication, honesty and integrity, advanced computer skills(word, excel, power-point).
<u>DUTIES</u>	:	Strategic Planning and Programme Development: Develop and implement provincial/national consumer education strategies aligned with departmental strategic plans, APPs, and MTSF priorities. Translate consumer protection legislation and policies into accessible education and awareness programmes.

Design inclusive consumer education initiatives targeting vulnerable and marginalised groups, including women, youth, rural communities, and persons with disabilities. Ensure alignment of consumer education programmes with broader socio-economic development objectives. Consumer Education and Awareness: Implementation of the Plan, coordinate, and oversee consumer education campaigns, outreach programmes, exhibitions, roadshows, and media engagements. Develop and approve consumer education materials (print, digital, radio, TV, and social media content). Ensure accurate, consistent, and user-friendly dissemination of consumer rights information. Promote responsible consumer behaviour and ethical business practices. Stakeholder Engagement and Partnerships: Establish and maintain strategic partnerships with municipalities, NPOs, schools, traditional authorities, business associations, regulators, and community-based organisations. Coordinate intergovernmental and multi-stakeholder consumer education initiatives. Represent the department in forums, workshops, conferences, and public platforms related to consumer education and protection. Monitoring, Evaluation, and Reporting: Develop monitoring and evaluation frameworks to assess the effectiveness and impact of consumer education programmes. Analyse programme performance data and compile management, quarterly, and annual reports. Use evidence and feedback to improve programme design and delivery. Ensure compliance with governance, audit, and reporting requirements. Financial and Resource Management: Management of staff within the sub-directorate. Attend provincial and national consumer protection meetings. Assist in the development and management of the consumer education budget. Ensure efficient, effective, and economical use of resources in line with PFMA requirements. Manage procurement processes related to consumer education activities and service providers. People Management and Leadership: Provide leadership, guidance, and supervision to staff within the consumer education unit. Manage performance, capacity development, and skills transfer within the team. Foster an ethical, professional, and results-driven work environment. Lead a team of Consumer Educators in conducting workshops, roadshows, consumer aware campaigns, radio interviews and liaise with affected bodies. Governance, Compliance, and Risk Management: Ensure compliance with relevant legislation, policies, and regulatory frameworks (e.g. CPA, PFMA, Batho Pele Principles). Identify and manage risks associated with consumer education programmes. Promote good governance, accountability and transparency. Review and update provincial consumer related policies and legislations

**ENQUIRIES
APPLICATIONS**

: Mr SJ Xaba @ (013) 766 4164
: Email to recruitmentdedt2@mpg.gov.za

POST 04/163

: **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF
NO: DEDT/2025/26/24**

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)
: Ehlanzeni District Office, Mbombela
: An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management/Business Administration with a minimum of three (3) years work experience in MSME development/trade-export and investment promotion environment. A valid driver's license. Knowledge of the international trade legal framework, Public Finance Management, International Trade Development and Promotion, work experience in export/MSME development and training, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors and Batho Pele principles. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving, people management and empowerment, client orientation, honesty and integrity, good verbal and written communication skills, presentation skills, advanced computer skills (word, excel, power-point).

DUTIES

: Provide assistance and support in the development and implementation of export and investment promotion policies and strategies. Promote all export opportunities. Lead the implementation of bi-lateral/multilateral trade agreements workshops. Assist in coordinating and rolling-out of MOUs/MOAs. Facilitate and coordinate trade and commerce activities to support industry

development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Assist in the coordination and facilitation of both domestic and international trade exhibitions and missions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Provide assistance to MSMEs to take advantage of export financial assistance schemes available within the DTIC (EMIA and SSAS). Supervising staff as assigned including prioritizing and assigning work. Perform any other duties as delegated by the manager.

ENQUIRIES : Ms NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za

OFFICE OF THE PREMIER

APPLICATIONS : Applications should only be submitted online through the link: erecruitment.mpg.gov.za

CLOSING DATE : 27 February 2026
NOTE : The minimum entry requirement for Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior to appointment – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment) All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The recommended candidate for this post shall be subjected to a competency assessment. All appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreements. Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful. The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various Units below. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

MANAGEMENT ECHELON

POST 04/164 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: CD-CM/OTP/01**

SALARY : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent NQF level 7 qualifications in Public Administration/Public Management/Human Resources Management/Public Affairs/Law/ (NQF Level 7) or related fields. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at a Senior Management level. Experience in the fields of human resource management, human resource development, labour relations, policy management, communications, legal services, strategic planning would be an added advantage. Knowledge in the Public Service will be an added advantage. Essential skills will include the following: Proven experience in Strategic leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts, Government systems and structures, and internal performance and evaluation reporting.

<u>DUTIES</u>	:	Provide an informed advice on corporate management matters. Coordinate the development and implementation of a comprehensive corporate management strategy. Monitor the implementation of internal human resource management and development policies and strategies. Monitor the coordination of strategic management and planning activities. Monitor the implementation of internal communication programmes. Monitor the implementation of internal legal services. Monitor the implementation of internal transversal (special) programmes. Manage compliance to government prescripts, rules and regulations. Manage the provision of administrative support services within the Chief Directorate. Coordinate the identification and management of all risks within the Chief Directorate. Coordinate and conduct the Chief Directorate's business reviews. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/165</u>	:	<u>CHIEF DIRECTOR: HUMAN RIGHTS TRANSFORMATION REF NO: CD-HRT/OTP/02</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent NQF level 7 in Public Management/Administration/ Public Affairs (NQF level 7) or related fields. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at Senior Management level. Experience in the fields of managing HIV/AIDS Programmes, Special Programmes, Youth Development and Transformation would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts.
<u>DUTIES</u>	:	Coordinate the provision of secretariat services to the Mpumalanga Provincial AIDS Council. Coordinate and support Government Departments; civil society and NGO on the implementation of the Provincial Strategic Plan on HIV and AIDS, STI and TB. Coordinate the mainstreaming and implementation of target groups' policy imperatives. Monitor the implementation of older persons programs. Facilitate the integration of disability in the departmental programmes and projects. Coordinate and manage the implementation of youth development policy Imperatives in the province. Manage the evaluation of impact of the provincial youth policies and strategies. Manage and monitor identification and provision of economic opportunities to the youth of the province. Coordinate and manage the implement transformation imperatives of the public service. Coordinate the development of provincial service delivery improvement plans. Facilitate the development of service standard and monitor such standards. Coordinate and monitor the implementation of Batho Pele Revitalisation Programme. Overseeing the development, review, and implementation of policies, strategies, plans, and norms related to public service transformation. Monitor the alignment of provincial policies with public service transformation agenda. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/166</u>	:	<u>DIRECTOR: INTERNAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: D-IHRM/OTP/03</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Corporate Management. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE</u>	:	Mbombela

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or an equivalent NQF 7 in Human Resource Management/ Public Administration/ Management/Public Affairs (NQF Level 7) or related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the fields of human resource management, human resource development would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts, and Human Resource Management.
<u>DUTIES</u>	:	Manage the human resource practices, administration. Manage recruitment, selection, appointments of employees. Manage compensation and conditions of service. Manage the development and implementation of human resource organisational strategy and planning. Manage HR information system, organisational strategy and planning services. Monitor the human resource utilisation and capacity development services. Manage and monitor the implementation of skills development legislation. Manage and coordinate the implementation of learnership and internship programmes. Manage and coordinate the provision of the training and development of employees. Facilitate the implementation of performance management and development System. Manage records and auxiliary services. Maintain safe custody of electronic and audio visual records. Manage the employee health and wellness programmes. Manage the implementation of occupational health and safety programmes. Design and implement employee assistance and wellness programmes. Monitor and evaluate employee assistance and wellness programmes. Manage organisational design and job evaluation. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/167</u>	:	<u>DIRECTOR: FORENSIC INVESTIGATIONS REF NO: D-FIOTP/04</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or an equivalent (NQF level 7) in Investigations/Law/ Forensic Audit/Commercial Crime Investigations/Internal Audit. Membership with the ACFE (Association of Certified Fraud Examiners) will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the field of forensic investigations would be an added advantage. Essential skills will include the following: Proven experience in Forensic Investigations Applicable prescripts, Forensic procedures and practices, Human Resource Management, Financial Management, Computer literate, and Public Service legislation. Skills in Management, Planning and organizing, Report writing, Decision making, Analytical thinking and problem solving, as well as Communication and presentation.
<u>DUTIES</u>	:	Manage and conduct investigations pertaining to various types of fraud and corruption. Receive and analyse allegations from the National Anti-Corruption Hotline, Municipalities, Provincial Departments, Public and Whistle-Blowers for allocation to Investigators. Provide feedback regarding status of cases to applicable structures i.e. MANCOM. Provincial Management Committee etc. Liaise with relevant stakeholders i.e. Internal Audit in all Departments to detect the trends of fraud, corruption and maladministration. Liaise with external stakeholders (e.g. Hawks, AFU, SARS, Crime Intelligence Unit, SSA, etc.) to identify trends of fraud and corruption in the province. Review forensic audit reports from investigators. Management of case database and tracking system. Receive allegations from PSC, Departmental/ Municipal Referrals and whistleblowers. Ensure all cases are registered and allocated to investigators. Provide technical support to Departments and Municipalities on the status of investigations. Support Departments/Municipalities during audit and strategic planning sessions. Advise on systematic recommendations pertaining to

		finalised investigations. Manage all reports pertaining to litigations. Attend and provide evidence during litigations. Supply all relevant stakeholders with relevant documentation. Liaise with all legal personal regarding cases for criminal proceedings. Provide advice to litigation teams when necessary. Manage and monitor the Provincial Litigation Register.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/168</u>	:	<u>DIRECTOR: INTEGRITY MANAGEMENT AND GOVERNANCE REF NO: D-IMG/OTP/05</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or an equivalent NQF 7 in Risk Management/Internal Auditing or related fields (NQF level 7). Certificate in Ethics from a reputable Institute such as The Ethics Institute will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the field of ethics, integrity and governance management would be an added advantage. Essential skills will include the following: Proven experience on governance, development of Strategies and Policies in investigation, Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical thinking and decision making, Able to interpret and apply policies.
<u>DUTIES</u>	:	Monitor the implementation of the National and/or Provincial Anti-Corruption Strategy. Develop plan of the provincial anti-corruption and whistle-blowing strategies in consultation with stakeholders such as provincial departments and municipalities. Manage and coordinate stakeholder interface. Facilitate the establishment of relevant Provincial Committees/Forums and render secretariat and/or technical support. Conduct education and awareness campaigns on integrity, ethics and good governance. Identify stakeholders with training on integrity and ethics related matters. Conduct research on reported cases that relates to anti-corruption, develop training aids (presentation, video, pamphlets, etc.) Conduct workshops, presentations and advocacy towards achieving good ethical behaviour or conduct. Facilitate the training of practitioners on ethics matters. Manage the provision of administrative support services. Manage development of the annual performance and operation plans of the program. Facilitate the delivery of Annual Performance Targets and optimal performance of the program. Monitor the implementation of the risk management strategies for the identified risks. Oversee and manage the improvement of internal controls. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/169</u>	:	<u>DIRECTOR: INTEGRATED SECURITY MANAGEMENT REF NO: D-ICS/OTP/06</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent Level 7 in Security Management/Policing (NQF level 7) and any other related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the fields of security management, vetting and/or protocol services would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and

		Organising Skills, Financial Management, Change management, Computer literacy, Communication and presentation, Report writing, Analytical thinking and decision making, Able to interpret and apply policies. Knowledge in Security Management Prescripts, Human Resource Management, Public Service prescripts, and Minimum Information Security Standards (MISS).
<u>DUTIES</u>	:	Coordinate the provision of integrated provincial security management services. Develop Provincial Security Management Policy Framework. Facilitate the approval of the relevant Policy frameworks on Integrated Security Management. Manage and coordinate the screening and vetting services in the province. Liaise with State Security Agency (SSA) for the evaluation of the collected information, issuance, withdrawal, degrading and refusal of security clearance certificates. Develop and manage the implementation of policies and standards operating procedures. Monitor and validate existing security clearances. Coordinate and conduct education and awareness workshop on security management. Develop Information and physical security risk assessment plan in government strategic buildings and other areas. Coordinate and facilitate communication security training with SSA in accordance with the Communication Security Act. Manage the provision of protocol services in the province. Coordinate the development of the provincial protocol policy. Facilitate the approval of the provincial policy on protocol. Monitor compliance of the policy during the implementation phase. Ensure the rendering of protocol support services to the Premier and Executive Authorities. Manage the rendering of ceremonial services and state visits matters. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/170</u>	:	<u>DIRECTOR: CORPORATE COMMUNICATION SERVICES REF NO: D-CCS/OTP/07</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Government Communication and Information Services. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent NQF level 7 in a relevant field, such as in Communication, Public Relations, Media Liaison, Journalism, or any other related field. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the field of corporate communication services would be an added advantage. Essential skills will include the following: Excellent communication skills including advanced writing, editing, and verbal skills for various platforms and audiences. Stakeholder liaison and interpersonal skills, Understanding of the government communications system. Media Management and PR: Experience in leading and driving interaction between the department and the media and overseeing branding and corporate identity. Digital and Multimedia Skills: Proficiency in managing social media platforms, websites, and multimedia production initiatives. Analytical skills, Report writing skills, Computer literacy as well as Presentation and Facilitation Skills.
<u>DUTIES</u>	:	Manage and coordinate the provision of printing services. Coordinate the design and printing of Annual Reports. Facilitate the signing of the annual report by the Premier. Coordinate and manage the publication of Internal Newsletters monthly. Coordinate publication of External Newsletters quarterly. Coordinate the design of programmes for internal and external events as well as the printing of speeches. Manage the branding and marketing services of the province. Manage the provincial calendar of events. Identify matters of public interests and develop concept documents. Coordinate and monitor radio talk-shows. Coordinate branding of events as well as manage the promotion of provincial corporate identity and monitor compliance. Coordinate the provision of audio-visuals and graphic design services. Manage the production of recorded video material. Coordinate Livestreaming of events. Manage the development of visual concepts and create layouts for a wide range of applications, such as advertisements, websites, social media, logos, and packaging. Prepare final files for production. Monitor all created assets to ensure they align with the provincial government's visual brand guidelines. Manage the provision of administrative support services.

<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/171</u>	:	<u>DIRECTOR: TRANSVERSAL HR SERVICES REF NO: D-THRS/OTP/08</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Strategic Human Resources. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree or equivalent NQF 7 in Human Resource Management/Public Management/ Public Administration (NQF Level 7) or related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in human resources management and policy development, monitoring and evaluation would be an added advantage. Essential skills will include the following: Proven experience in strategic capability and leadership, people management and empowerment, programme and project management, planning and organising skills. Financial management, change management, computer literacy, communication and presentation, report writing, analytical, able to interpret and apply policies. Knowledge in Human Resource Management prescripts and Public Service prescripts.
<u>DUTIES</u>	:	Manage the development of provincial HR Policy Frameworks. Present draft human resource policy frameworks and Guidelines to MANCO and other key stakeholders for inputs. Provide manuals on all approved, amended developed policies and procedures for employees reference. Facilitate the approval of policy frameworks and guidelines by the Director-General. Manage and coordinate the implementation of PMDS, HR Planning and Employee Equity Policies, Strategies and regulations. Conduct workshop on approved policy frameworks and guidelines to provincial departments. Liaise with DPISA and other relevant National Departments on issues of Human resource management and practices. Coordinate and monitor the implementation of Employee Health and Wellness (EHW) programmes policies and regulations. Facilitate the appointment of Health Risk Manager for the province. Monitor departmental compliance with the Health Risk Manager Agreement, including payment of all required fees. Manage the rendering of secretariat services to the Provincial human resource forum. Facilitate the establishment of sub fora to support the HR Forum activities. Facilitate the development of individual sub forum operational plans. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/172</u>	:	<u>DIRECTOR: COMMUNITY OUTREACH SERVICES REF NO: D-COT/OTP/09</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Government Communication and Information Services. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree or equivalent NQF 7 in Public Relations Management/ Journalism/ Communications/ Marketing Management (NQF Level 7) or related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in communication, marketing and public participation would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Motivation skills, Interpersonal Skills, Decision making, Problem solving skills, Computer literacy, Communication and presentation, Report writing, Logical and Analytical thinking and decision making, Able to interpret and apply policies. Knowledge in Public Service prescripts, Government Communication strategies and Human resource management.
<u>DUTIES</u>	:	Coordinate the Executive Council outreach programmes. Manage the dissemination of information to stakeholders about cabinet decision to embark on outreach programmes. Facilitate and coordinate the processes required to

establish the organising committee. Coordinate the organizing committee meetings with stakeholders. Prepare and present progress reports to the Executive Council. Coordinate and manage provincial events. Support and coordinate the establishment of the organising committee. Coordinate the participation of departments, municipalities and public entities. Coordinate the relevant district officials to be part of the outreach. Coordinate and ensure the effective provision of protocol services for all official events. Arrange holding rooms for briefing political, principals post-mortem. Conduct cabinet outreach advances assessment visits. Manage the establishment of a team to visit communities to determine the stability of the community. Compile assessment report and present to the Executive Council for consideration. Manage the provision of administrative support services. Oversee and manage the enhancement of internal controls. Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004

POST 04/173 : **DIRECTOR: RESEARCH SERVICES REF NO: D-RS/OTP/10**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7) in Research, Statistics, Social Sciences, Public Policy, Economics, Public Administration or Development Studies. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level. Experience in research, policy analysis, or programme evaluation will be an added advantage. Essential skills will include the following: Proven experience in designing, managing, and implementing research projects and programmes. Conducting quantitative and qualitative research and applying mixed-methods approaches. Providing strategic leadership in research coordination and evidence-based policy making; managing research partnerships with universities, research institutions think tanks, and other government agencies. Translating research findings into policy advice, reports, and strategic recommendations. Publishing and disseminating research outputs to inform policy and planning processes. Research design and project management; excellent report writing and presentation skills, advanced data analysis and interpretation, stakeholder management and collaboration, strategic thinking and innovation.

DUTIES : Manage the development of the provincial research strategy and research agenda as well as oversee the implementation of research studies across all provincial departments. Manage research round table discussions to improve policy discussions, policy options as well as development for the research agenda for province. Conduct descriptive research, surveys and commissioned research for the provincial government. Coordinate the outsourcing of research services. Manage and conduct oversight responsibilities of the Mpumalanga Research Institute and Innovation. Establish and maintain partnerships with research institutions, Universities and institutions of Higher Learning to improve knowledge hub for the province. Advise and ensure evidence-based decision making through research outputs to the Executive Council of Mpumalanga. Monitor service delivery in communities through Service Delivery Monitoring Tool (SMDT). Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004

POST 04/174 : **DIRECTOR: POLICY DEVELOPMENT SUPPORT REF NO: D-PDS/OTP/11**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent (NQF level 7) in Public Policy, Policy Development, Social Science, Economics, Development Studies, Public

	Administration or any other related studies. A Postgraduate qualification (Honours or Master's Degree) Public Policy, Policy Development or Economics would be an added advantage. A minimum five (5) years of experience at middle/senior managerial level. Experience in public policy management and planning would be an added advantage. Essential skills will include the following: Proven experience in designing and implementing policy frameworks, policy and legislative instruments. Managing policy research and consultation processes; coordinating intergovernmental or interdepartmental policy initiatives. Strong research, analytical and problem solving skills; excellent writing, presentation and stakeholder engagement skills. Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities.
<u>DUTIES</u>	: Manage and guide the provincial policy development process and ensure its alignment with the national and legislative frameworks. Develop and maintain protocols and guidelines for provincial policy development. Facilitate Macro Policy analysis. Conduct capacity building programs and support departments on policy development processes. Provide advice and support to departments on policy development and approval matters. Coordinate Provincial implementation of Socio-Economic Impact Assessment System (SEIAS). Assess and monitor provincial policy implementation. Develop provincial policy options/programmes which are translated into programmes. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	: Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 04/175</u>	: <u>DIRECTOR: MACRO PLANNING REF NO: D-MP /OTP/12</u>
<u>SALARY</u>	: R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	: Mbombela : An appropriate Bachelor's Degree or equivalent (NQF level 7) in Economics, Development and Planning, Policy Development, Public Policy, Statistics. A Postgraduate Qualification (Honours, Master's or PhD) in Macro-Economics, Development and Planning, Econometrics would be an added advantage. A Minimum of five (5) years of experience at middle/senior managerial level. Experience in Planning, Macroeconomic Analysis, Development Planning or Economic Policy Formulation would be an added advantage. Essential skills will include the following: Proven experience in developing and coordinating strategic and long term development plans (national, provincial or sectoral). Leading macro and microeconomic planning processes. Forecasting and modelling economic trends and assessing public policy impacts. Advising provincial government and local government on macroeconomic policy, fiscal frameworks, and development priorities. In depth knowledge of Public sector strategic planning processes and government planning frameworks. Core skills: Strategic thinking; Economic and statistical analysis, Report writing and policy formulation, stakeholder engagement and coordination. data interpretation and presentation.
<u>DUTIES</u>	: Manage the development of long-term and macro-economic plans for the provincial government. Coordinate and maintain provincial planning processes. Ensure alignment of provincial and sectoral plans with macro policy plans and frameworks. Facilitate the development and implementation of medium to long term provincial strategic and sectoral plans. Coordinate activities to ensure coherence between sectoral strategic plans, policies and service delivery programmes across the province. Collaborate with national departments, provincial departments, local government and other organs of state in the development of the provincial district one plan. Coordinate and integrate provincial planning process to the national planning policies and framework. Review provincial and local government plans and ensure alignment with the government wide strategic planning frameworks. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	: Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004

<u>POST 04/176</u>	:	<u>DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: D-IKM/OTP/13</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent (NQF level 7) in Information Technology, Information Management, Knowledge Management, Library and Information Science or Information Systems. A post graduate qualification (Honours, Master's or PhD) in Knowledge Management, Library and Information Science, Information Systems, Information Technology will be an added advantage. A Minimum of five (5) years of experience at middle/senior managerial level. Experience in information management, knowledge management, ICT or data governance would be an added advantage. Essential skills will include the following: Proven experience in developing and implementing information and knowledge management strategies, policies, and systems. Experienced in Designing and maintaining organizational knowledge repositories and records management frameworks. Promote knowledge sharing and organizational learning across divisions, managing information security, compliance and data quality standards, overseeing digital transformation, archiving and document management system, managing ICT related project data integration initiatives. Coordinating information flow for decision-making and performance reporting.
<u>DUTIES</u>	:	Develop and combines business and technology to integrate systems, processes and people to manage data. Create and maintain knowledge systems through developing and updating the provincial knowledge base, selecting and implementing appropriate tools for data driven intelligent. Develop and manage knowledge management repository and knowledge hub for the provincial government. Develop and monitor the implementation of the provincial knowledge management strategy and policy. Acquire performance information pertaining service delivery from various stakeholders across the organs of state. Develop a system of classification and categorization of all forms of information. Ensure safekeeping and storage of information. Ensure dissemination of information. Coordinate knowledge management and promote access to information. Determine specific uses of information. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 04/177</u>	:	<u>DIRECTOR: EVALUATION REF NO: D-EVA/OTP/14</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Performance Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree (NQF level 7) in Monitoring and Evaluation, Social Science, Economics, Public Administration, Public Policy, Development Studies or a related field. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level in strategic planning and programme management or programme performance monitoring and evaluation is compulsory. Thorough knowledge of frameworks relating to long-term and medium-term planning, strategic planning, monitoring and evaluation in the Public Sector. Essential skills will include the following: Strong skills in research design, data analysis, policy interpretation, and report writing and presentation. Programme and project monitoring and evaluation skills; strategic capability and leadership; financial management; knowledge management; people management and empowerment; client orientation and customer focus; problem solving and analysis and communication skills.
<u>DUTIES</u>	:	Provide overall strategic leadership and management to the Directorate. Develop the Provincial Evaluation Plan and provide guidance and support to Departments in developing Departmental Evaluation Plans. Ensure that evaluation findings and recommendations are shared and implemented. Manage and coordinate stakeholders within the evaluation ecosystem.

		Compile and present evaluation reports to the provincial governance structures. Develop and implement capacity-building initiatives on evaluation managers and staff.
<u>ENQUIRIES</u>	:	should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 04/178</u>	:	<u>DIRECTOR: SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT CLUSTER REF NO: D-SPCH& DC/OTP/15</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Performance Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent (NQF level 7) in Monitoring and Evaluation, Public Administration, Social Sciences, Economics, Statistics, Development Studies, Public Policy or a related field. A Post-graduate qualification (Honours, Master's or PHD) in Monitoring and Evaluation, Public Policy, Development Studies, Economics or related field will be an added advantage. A minimum five (5) years of experience at middle/senior managerial level in monitoring and evaluation, strategic planning, programme performance monitoring and evaluation is compulsory. Thorough knowledge of frameworks relating to long-term and medium-term planning, strategic planning, monitoring and evaluation in the Public Sector. Essential skills will include the following: Strong skills in data analysis, policy interpretation, and report writing and presentation. Programme and project monitoring and evaluation skills; strategic capability and leadership; financial management; knowledge management; people management and empowerment; client orientation and customer focus; problem solving and analysis as well as communication skills.
<u>DUTIES</u>	:	Provide strategic direction and leadership in the development and implementation of the departmental M&E framework, systems, and policies. Align M&E systems with national priorities, such as the Medium-Term Development Plan (MTDP), National Development Plan (NDP), and departmental strategic plans. Design and implement a comprehensive cluster monitoring framework that tracks performance across programmes and projects. Lead and coordinate the submission of Quarterly and Annual Performance Reports by Departments based on the MTDP, Provincial Programme of Action and Annual Performance Plans. Monitor the implementation of Governance structures resolutions relevant to the Cluster. Ensure that performance information is stored, secured and accessible. Manage the provision of Administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004

OTHER POSTS

<u>POST 04/179</u>	:	<u>SENIOR STATE LAW ADVISOR: LEGAL ADVISORY SERVICES (OSD) REF NO: SSLA-LS/OTP/29</u>
<u>SALARY</u>	:	R1 195 110 per annum (LP9 - OSD), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Principal State Law Adviser.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	A degree in LLB or 4 year recognized legal qualification. At least five (5) years' experience in litigation/advisory experience; Admission as an Advocate or Attorney will be an added advantage; Knowledge of the Civil Justice System and the Rules of the Court; Experience in Constitutional Law and Administrative Law; A valid driver's license; and knowledge of the South African Constitution and Laws. Experience as a State Law Adviser will be an added advantage. Essential skills will include the following: Drafting of Provincial legislation, legal opinions and interpretation of legislation. Strategic capability and leadership, financial management, change management, knowledge management, People management and empowerment, programme and project management, service delivery innovations, communication, client orientation and customer focus, problem solving and analysis.
<u>DUTIES</u>	:	Provision of legal advice and furnishing of oral and written legal opinions and assistance to the Mpumalanga Provincial Government. Being responsible for

		the drafting of Provincial legislation and on a continuous basis, for the rationalization of Provincial laws, including old order legislation. Draft employment contracts, service level agreements, memoranda, letters and any other documents with legal bearing. Formulate, and scrutinize Provincial legislation, including subordinate legislation, i.e. Proclamations, Regulations, etc. Certify internal documents. Making inputs concerning policy formulation and implementation, and preparing comments on draft Bills and policies of National Departments. Management of risks as identified in respect of the Legal Advisory Services.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/180</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT AND SUPPORT REF NO: DD-SC/OTP/16</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Policy Development and Support. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent (NQF level 7) in Public Policy, Policy Development, Social Science, Economics, Development Studies, Public Administration. A Postgraduate qualification (Honours or Master's Degree) in Public Policy, Policy Development or Business Administration, Economics will be an added advantage. A Minimum of 5 years relevant experience at Junior Management Level in policy development, policy research, or strategic planning. Essential Skills will include the following: Proven experience in: developing, reviewing and implementing policies and strategic frameworks, conducting policy research and analysis to support evidence-based decision making; drafting policy proposals, briefs and reports for senior management or political authorities, coordinating cross-departmental or intergovernmental policy initiatives, stakeholder engagement and facilitation of consultations with internal and external parties. Knowledge of policy development processes and frameworks in the public sector. Core skills: research and analytical skills, policy drafting and report writing, strategic thinking and problem solving, project coordination and programme management, stakeholder engagement and facilitation, communication and presentation skills.
<u>DUTIES</u>	:	Develop and maintain protocols and guidelines for provincial policy development processes. Facilitate Macro Policy analysis. Provide guidelines for policy development and approval processes. Conduct capacity building programs and support departments on policy development processes. Provide advice and support to departments on policy development and approval matters. Coordinate Provincial implementation of Socio-Economic Impact Assessment System (SEIAS). Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/181</u>	:	<u>DEPUTY DIRECTOR: RESEARCH SERVICES REF NO: DD-RS/OTP/17</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Research Services. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Honors Degree or equivalent (NQF level 7) in Research, Social Science, Economics, Development Studies, Public Policy, Policy Development, Population and Demography. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at Junior Management Level, preferably in the fields of research management and policy development. Practical knowledge of government policies on research management legislatives and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team. A valid driver's license would be an added advantage. Essential skills will include the following: Research management; Comprehensive report writing; Strategic capability and leadership. Financial management; Change management; Knowledge

		management; People management and empowerment. Programme and project management; Service delivery innovations; Problem solving and analysis; Communications as well as Client orientation and customer focus.
<u>DUTIES</u>	:	Manage research services to inform decision making, policy development and strategy development for the Mpumalanga Provincial Government. Develop and Implement the research agenda and research strategy for Mpumalanga Provincial Government. Manage the establishment of the research partnerships with institutions of higher learning and research institutions. Develop research repository and maintain it for the Mpumalanga Provincial Government. Compile high level analytical reports on the assessment of the state service delivery and citizen access to support executive decision making. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/182</u>	:	<u>DEPUTY DIRECTOR: VETTING SERVICES REF NO: DD-VT/OTP/18</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Integrated Security Management. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's Degree or equivalent NQF level 7 in Security Management/Security Risk Management/Policing. (NQF Level 7) or any related fields. A minimum of three (3) years relevant experience at Junior Management Level. Experience in the field of vetting would be an added advantage. Essential skills will include the following: Investigative skills; information systems and data management; knowledge capture, storage and dissemination; planning and organizing; project and stakeholder management; problem solving skills. Computer literacy (Ms Word, Excel, PowerPoint, and Outlook); communication and presentation; report writing; analytical thinking; able to interpret and apply policies as well as capacity building and training facilitation.
<u>DUTIES</u>	:	Develop, manage and implement policies, guidelines, norms and standards of vetting and investigations for security clearance levels. Manage the execution of vetting field-work investigations. Manage and coordinate the screening and vetting services in the province. Liaise with State Security Agency (SSA) for the evaluation of the collected information, issuance, withdrawal, degrading and refusal of security clearance certificates. Monitor and validate existing security clearances. Provide technical and/or advisory support services to Departments. Manage the provision of administrative support services. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/183</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD-SCM/OTP/19</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Financial Officer. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	An appropriate Bachelor's degree or equivalent NQF level 7 in Accounting, Supply Chain Management, logistics (NQF Level 7) or any related fields. A minimum of three (3) years' relevant experience at Junior Management Level. Experience in the field of Supply Chain Management would be an added advantage. Essential skills will include the following: Proven innovative and creative ability; financial management skills; Change management; Knowledge management; Service delivery innovations. Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication (oral and written) as well as honesty and integrity.
<u>DUTIES</u>	:	Management and Administration of Supply Chain processes and procedures. Ensure that correct procedures to print orders are followed and that orders are processed accordingly. Management of movable Assets and proper management of Stores for the Office of the Premier. Identify and manage risk for the Unit. Manage the provision of administrative support services.

<u>ENQUIRIES</u>	:	Should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/184</u>	:	<u>ASSISTANT DIRECTOR: RESEARCHER (INFRASTRUCTURE) REF NO: DD-RI/OTP/20</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent (NQF Level 7) in Engineering, Quantity Surveyor, Architecture, Construction Studies or Town and Regional Planning or any related fields. A post-graduate Degree (NQF 8) on the Built Environment Qualifications will be an added advantage. A minimum of three (3) years relevant experience in research, policy development or service delivery analysis. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Analytical thinking and problem-solving, Research design and data interpretation; Comprehensive report writing, Strategic capabilities and leadership; Programme and project management; Knowledge management; Financial management; People management and empowerment; Service delivery innovations; Client orientation and customer focus; Problem solving and analysis; Communications; and Familiarity with relevant Provincial policies and priorities.
<u>DUTIES</u>	:	Conduct research on socio-economic infrastructure programmes and projects for the provincial government. Analyse and monitor performance of infrastructure projects and service delivery for the provincial government. Provide synthesis on infrastructure projects, project planning, project pipeline, project implementation as well as project monitoring and evaluation. Ensure that spatial planning regulations and building plans are adhered to during project planning and project design for the infrastructure projects. Develop and implement a provincial research agenda focusing on service delivery performance and citizen experience. Monitor service delivery interventions by departments and municipalities.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/185</u>	:	<u>ASSISTANT DIRECTOR: RESEARCHER (SOCIAL CLUSTER) REF NO: AD-RSC/OTP/21</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent (NQF Level 7) in Social Science, Development Studies, Policy Development, Public Policy, Population and Demography (NQF 7). A post-graduate Degree (Honours or Master) in Social Sciences, Public Policy, Policy Development, Development Studies, Population and Demography will be an added advantage. A minimum of three (3) years relevant working experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Research Design and analytical skills; Knowledge of social sector policy frameworks; Policy analysis and report writing; Strategic capabilities and systems thinking; Programme and project management; Financial management; People management and empowerment; Service delivery innovations; Client orientation and customer focus; Problem solving and attention to detail.
<u>DUTIES</u>	:	Conduct research on service delivery and community-based research for the provincial government. Coordinate and conduct research focusing on Social Cluster Departments (Education, Health, Social Development, Culture Sport and Recreation). Analyse and monitor performance of social cluster departmental projects and service delivery for the provincial government. Provide synthesis on service delivery programmes and projects for the social cluster departments to inform decision making and planning purposes. Support and strengthen research partnerships with institutions of higher learning/research institutions. Liaise with sector departments and local municipalities on research related issues.

<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/186</u>	:	<u>ASSISTANT DIRECTOR: RESEARCHER (ECONOMIC CLUSTER) REF NO: AD-RECP/OTP/22</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent (NQF Level 7) in Economics, Financial Management, Auditing, Agricultural Management or Business Science. A post-graduate Degree (Honours or Master's) in Economics, Financial Management, and Business Science will be an added advantage. A minimum of three (3) years relevant working experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Strong economic and analytical skills; Research methodology and statistical analysis; Knowledge of macro and microeconomic policy issues; Comprehensive report writing and data interpretation; Project management and coordination; Stakeholder engagement and coordination; Knowledge management; Financial management; People management and empowerment Service delivery innovations; Ethical conduct and attention to detail.
<u>DUTIES</u>	:	Conduct research on service delivery and socio-economic research for the provincial government. Coordinate and conduct research focusing on the Economic Cluster Departments (which include departments such as Agriculture, Rural Development, Land and Environmental Affairs, Public Works, Roads and Transport, Economic Development and Tourism and related entities). Analyse and monitor performance of economic cluster departmental projects and service delivery for the provincial government. Provide synthesis on service delivery programmes and projects for the economic cluster departments to inform decision making and planning purposes. Provide methodological guidance and technical support to department conducting economic research. Analyse economic data, sectoral trends and economic indicators. Develop and maintain a database of economic research and statistical information. Liaise with sector departments in the economy cluster and local municipalities on research related issues. Support preparation of strategic publications and knowledge sharing sessions on economic issues.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/187</u>	:	<u>ASSISTANT DIRECTOR: RESEARCHER (GOVERNANCE CLUSTER) REF NO: AD-RGC/OTP/23</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A An appropriate Bachelor's degree or equivalent (NQF level 7) in Public Administration, Political Science, Development Studies, Policy Development, Governance, Local Government or relevant field. A post-graduate Degree/ (Honours or Master's) will be an added advantage. A minimum of three (3) years relevant experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Strong research and analytical skills; knowledge of governance and institutional performance frameworks; governance sector policy analysis and formulation; Comprehensive report writing and data interpretation; Project management and coordination; Stakeholder engagement and coordination; Knowledge management; Financial management; People management and empowerment Service delivery innovations; Ethical conduct and attention to detail.
<u>DUTIES</u>	:	Conduct research on service delivery relating to local government and provincial government. Coordinate and conduct research focusing on the Governance Cluster Departments (which include departments such as Co-operative Governance, Human Settlements and Traditional Affairs, Community Safety, Security and Liaison, Provincial Treasury and Office of the Premier). Analyse and monitor performance of governance cluster departmental projects

		and service delivery. Provide synthesis on service delivery programmes and projects for the governance cluster departments to inform decision making and planning purposes. Provide methodological guidance and technical support to department conducting social research. Liaise with sector departments in the governance cluster and local municipalities on research related issues. Support preparation of strategic publications and knowledge sharing session's governance issues.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/188</u>	:	<u>ASSISTANT DIRECTOR: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: AD-HRPOSP/OTP/24</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or equivalent NQF level 6 in Human Resource Management/Public Management (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Human Resource Management at a Supervisory Level (HR Practitioner) within the Public Service. Knowledge of PERSAL System. Computer literacy will be an added advantage. Essential skills will include the following: Knowledge of legislative prescripts Governing the Public Service, PERSAL System, E-Leave Management, Procedure manual and process, Recruitment toolkit, Establishment, POPIA and PAIA. Thorough knowledge with regard to the Management of Recruitment and Utilisation within the Public Service will be required. Computer, interpersonal relations, organising, analysis and basic research skills. People management skills, problem solving, listening and report writing skills.
<u>DUTIES</u>	:	Co-ordinate the implementation of the recruitment, selection and appointment processes. Manage the implementation of promotions, change rank and transfer processes. Establish and maintain staff database. Render administrative support services. Provide advice on restructuring of packages. Handle audit queries. Provide administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343
<u>POST 04/189</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT REF NO: AD-OREM/OTP/25</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Risk Management/ Auditing/ Financial Management. Essential skills will include the following: Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016. Ethics in the Public Service Course/Certificate.
<u>DUTIES</u>	:	Drive the implementation of ethics and risk management policies and strategy of the Office of the Premier. Conduct risk assessment and review. Provide regular updating of the risk registers. Monitor progress in mitigation and management of risks. Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan. Render secretarial role to the Ethics & Risks Management Committee.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/190</u>	:	<u>ASSISTANT DIRECTOR: SALARIES REF NO: AD-MPAC/OTP/26</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Commerce or Accounting (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Salary and Payroll Management as a State Account. Essential skills will include the following: Knowledge of PERSAL, Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations and Financial Manual.

<u>DUTIES</u>	:	Co-ordinating and monitoring of progress on reconciliation of PERSAL ledger, accounts and clearing of PERSAL exceptions. Administering of payment of salaries to staff. Administering payment of allowances. Administering and advising on medical aid matters of staff. Identifying and recovering of overpayment/ debts. Dealing with monthly/ yearly tax returns and liaise with The South African Revenue Services. Providing of an informed advice on salary b matters. Approving and authorizing of PERSAL transactions.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/191</u>	:	<u>ASSISTANT DIRECTOR: AUDIO VISUAL SERVICES REF NO: AD-VG/OTP/27</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Videography or TV/Video Production or Film Production (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in the Video production environment. Essential skills will include the following: Knowledge of Audio-visuals equipment, understanding of editing programmes and softwares. Practical understanding of Multimedia use and understanding of copyright laws. Planning and organising skills, communication, report writing, decision-making, problem solving skills and ability to work under pressure.
<u>DUTIES</u>	:	Render Photographic and Video services in support of Provincial Government and Premier's Office activities. Provide editing services for recorded production through high-tech software programmes. Develop and execute creative concepts that effectively communicate key messages through visuals and content. Develop and manage audio-visual archives. Render administrative support for projects.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/192</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: AD-GD/OTP/28</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Graphic Design (NQF level 6). A minimum of three (3) years relevant experience in graphic design environment. Essential skills will include the following: Knowledge of Planning and Organising Skills, Graphic Design programmes, Communication, Report writing, Decision-making and Problem solving skills, Work under pressure.
<u>DUTIES</u>	:	Render graphic design to the Provincial Publications (External and Internal Newsletters), in line with Corporate Identity guidelines. Conceptualise information material for publication. Liaise with service providers for quality assurance on printed material. Prepare technical electronic documents and images for printers. Develop publication schedules and specifications.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/193</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: HRP-HRPOSP/OTP/30</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Human Resource Management/ Public Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Human Resource Management preferably in Recruitment and Utilisation within the Public Service. Essential skills will include the following: Knowledge of legislative prescripts governing the Public Service. Thorough knowledge with regard to the Management of Recruitment and Utilisation within the Public Service will be required and PERSAL would be an added advantage. Analysis and basic research skills as well as computer literacy. People management and problem solving skills.
<u>DUTIES</u>	:	Prepare submissions on movement of staff. Prepare and issue letters of the affected staff members. Implement approved resolutions and decisions on the system. Conduct exit interviews. PERSAL report on created and abolished

		posts/units. Advice and withdraw information from the PERSAL system for internal and external matters. Provide assistance in complying OTP's Employment Equity report.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/194</u>	:	<u>ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT AND AUXILIARY SERVICES REF NO: AO-RM & AS/OTP/31</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Archives and Records Management / Information Science /Public Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Records Management. Essential skills will include the following: knowledge of filing systems (manual and computerized), document life cycle management (creation, storage, retrieval, disposal), archival procedures, and the relevant national archives and records management prescripts.
<u>DUTIES</u>	:	Monitor incoming and outgoing correspondence in the registry. Supervise auxiliary services personnel. Administer maintenance of registry equipment. Supervise the flow of correspondence. Render administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/195</u>	:	<u>STATE ACCOUNTANT: REVENUE AND BOOKKEEPING REF NO: SA-RB/OTP/32 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Accounting or Financial Management (NQF Level 6) or any related fields. Three (3) years relevant experience in revenue management, bookkeeping, or financial accounting. Essential skills will include the following: Knowledge of PFMA, Financial directives and procedures, Basic Accounting System (BAS) and other financial systems (LOGIS, PERSAL, etc.). Accounting procedure and Computer Literacy. Practical Knowledge and experience in Revenue and Bookkeeping. Sound interpersonal and communication skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Receive, record and collect revenue through sources of revenue. Cash Management. Render debts management services. Prepare revenue reports, ledgers accounts, bank reconciliation, trial balance and prepare financial statements. Provide support to the internal and external auditors.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/196</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE REF NO: SA-E/OTP/33 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Accounting or Financial Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Expenditure or Financial Management field. Essential skills will include the following: Practical knowledge of government expenditures procedures, PFMA, Treasury Regulations, Financial directives and procedures, Financial Systems (Logis and BAS), Accounting procedure and Computer Literacy. Ability to work independently and as part of a team. Expenditure administration and management will be an added advantage.
<u>DUTIES</u>	:	Manage and administer the processing of payments. Safeguarding of payment vouchers and oversee (manage) adherence to internal controls processes and procedures. Liaise with suppliers of goods and services. Manage staff. Establish and maintain the expenditure risk factors.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/197</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSPORT AND ASSETS REF NO: AO-TA/OTP/34</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	A National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or any related fields. Three (3) years relevant experience in Supply Chain Management Environment. Essential skills will include the following: Ability to work with figures. Practical knowledge of government logistics and disposal management processes, PFMA, PSR 2016, PPPFA and SCM prescripts. Sound interpersonal, Conflict Management and communication skills. Computer literacy is recommended.
<u>DUTIES</u>	:	Receive and distribute new assets. Administer assets and asset register. Administer the disposal of assets. Administer asset verification.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/198</u>	:	<u>ADMINISTRATIVE OFFICER: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: AO-OTP/35</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Supply Chain Management, Accounting or Public Administration (NQF level 6) or any related fields. Knowledge and experience in Supply Chain Management and Stores Management.
<u>DUTIES</u>	:	Provide support for asset disposal processes. Ensure all disposal activities are fully documented, properly filed, and recorded accurately in the asset register. Update and archive disposal registers and related documentation promptly. Provide support on compliance and documentation control. Compile and submit standard reports on asset status and disposal progress. Gather and organize necessary data and information to support internal and external audits. Process and capture requisitions. Check all requisition forms for completeness and accuracy against departmental policies before processing. Ensure requested items comply with internal purchasing rules; flag and return non-compliant requests for adjustment. Accurately update the status of requisitions in the administration system. Record the approver's name and date of approval for audit purposes.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/199</u>	:	<u>ADMINISTRATIVE OFFICER (OHS): EMPLOYEE HEALTH AND WELLNESS REF NO: AO-EHW/OTP/36</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Occupational Health and Safety Management, Environmental Health, (NQF Level 6) or any related fields. Three (3) years relevant experience in an administrative or OHS support role, preferably within the public service environment. Essential skills will include the following: Administrative competencies and specialized knowledge in Occupational Health and Safety Act (85 of 1993) and related regulations. Understanding of Public Service OHS policies and procedures, Procurement Procedures, Personal Protective Equipment (PPE), and Emergency procedures.
<u>DUTIES</u>	:	Maintain and update OHS records, incident reports, inspection checklists, and training registers. Coordinate OHS Committee meetings, prepare agendas, take minutes, and track action items. Provide support scheduling of workplace inspections, risk assessments, and emergency drills. Provide support on OHS awareness campaigns and wellness programs.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/200</u>	:	<u>ADMINISTRATIVE OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: AO-OD & JE/OTP/37</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Public Administration/Management (NQF Level 6) or any related fields. Three (3) years relevant experience in administration environment. Essential skills will include the following: Knowledge of Filing system and job evaluation, Record keeping/management, LOGIS and Administration activities. Good Organisation and coordination skills, Computer

		literacy (MS Word, Excel, PowerPoint, Outlook), Communication/telephone etiquette, Report/memoranda writing, Interpersonal Skills and Filing system.
<u>DUTIES</u>	:	Manage and maintain Organisational Design and Job Evaluation records (manually and electronically). Handle correspondences within the Unit and make follow-ups. Handle logistical matters of the Unit. Provide secretariat services to the Provincial Job Evaluation Panel.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/201</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT AND ASSETS REF NO: AC-TA/OTP/38 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Accountancy or Financial Management (NQF Level 6) or any related fields. Essential skills will include the following: Practical knowledge of Government logistics and disposal management processes. Sound interpersonal and communication skills and computer literacy is highly recommended.
<u>DUTIES</u>	:	Support officials to apply for access cards. Facilitate the connection of officials to telephone lines. Facilitate the payment of telephone accounts of the Office of the Premier. File asset documentation and system reports. Administer the maintenance of the building. Administer the verification of assets.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/202</u>	:	<u>HUMAN RESOURCE OFFICER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: HRO-HRPOSP/OTP/39</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Human Resource Management/ Public Management (NQF Level 6) or any related fields. Essential skills will include the following Experience in the field of Human Resource Management, as well as computer literacy will be an added advantage. Good interpersonal, as well as written and verbal communication skills. A team player with basic management skills, sound interpersonal relations and numerical skills. Problem solving skills. Sound organising and planning skills. Customer orientation and leadership abilities.
<u>DUTIES</u>	:	Handle employment applications. Implement the resolutions and decisions made by the Accounting Officer/ Delegate regarding the movement and utilization of staff. Maintain and implement the organizational establishment on the PERSAL System. Provide assistance and informed advice on Human Resource Information.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post.
<u>FOR ATTENTION</u>	:	Ms. SB. Louw
<u>CLOSING DATE</u>	:	20 February 2026
<u>NOTE</u>	:	Note for SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, 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). 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/ . 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. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 04/203 : **DIRECTOR: ECONOMICS AND FISCAL OVERSIGHT REF NO: NCPT/2026/06**

SALARY : R1 266 714 – R1 492 122 per annum (Level 13), (TCE package)
CENTRE : Kimberley
REQUIREMENTS : NQF 7 qualification in Accounting, Economics or Public Administration / Management. A minimum of 5 years' experience in Economics Accounting and fiscal environment at middle management position. A valid driver's license. Skills & Knowledge: Knowledge and application of PFMA; sectorial policies and practices, Government planning, financing and budgeting process, Fiscal Framework, In-depth understanding of intergovernmental coordination and the mandate of Provincial Treasury, In-depth understanding of fiscal policy analysis, revenue forecasting tools. Analytical and research capabilities, Knowledge and understanding of econometrics. In-depth understanding of legislative framework that governs the Public Service; Expertise in the management and analysis of large and multiple databases, be able to summarize data for the production of tables charts, and graphs. Have Project Management and knowledge of the tools of data management, such as modelling techniques, data mining etc. Networking and building bonds, Planning and organizing, Problem solving and decision making, concern for others, Creative thinking, Customer service orientation, Decision Making, Diversity citizenship, Organizational communication effectiveness, Problem analysis.

DUTIES : Oversee the determination and analysis of key economic variables, their interrelations, and relevance for the budget through inter alia: Conduct analysis of social sector and social and economics investment issues through research, Develop institutional co-ordination and sector integration. Determine and evaluate economic parameters and socio-economic imperatives within a provincial context: Oversee the conduct of analysis of social sector and social economic investment issues through research. Oversee the development, implementation, monitoring and review of revenue enhancement strategy through inter alia: Overseen the provision of advice and support to departments to develop debt management policy and other policies relating to revenue and revenue management. Develop systems to monitor the implementation of provincial revenue enhancement strategy. Develop a provincial borrowing framework. Optimise, enhance and expand provincial revenue estimates: Determine and report on own revenue estimates for the MTEF, Oversee the promotion and enforcement of transparent and effective revenue management. Ensure effective engagement with departments in relation to revenue enhancement strategies as well as the investigation of new revenue sources. Provide strategic leadership, management, governance & accountability within the Directorate: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and person with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/ directorate Recordkeeping and reporting.

ENQUIRIES : Mr B Moea at 081 799 0524
APPLICATIONS : E-mail: Ncpt-HR2@ncpg.gov.za

OTHER POSTS

POST 04/204 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE MANAGEMENT REF NO: NCPT/2026/08**
 (12 Months Contract)

SALARY : R896 436 – R1 055 958 per annum (Level 11), (TCE package)
CENTRE : Kimberley

<u>REQUIREMENTS</u>	:	NQF level 6 qualifications in Built environment or related fields. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level or equivalent, in monitoring infrastructure projects/programmes. Registration with ECSA, SACPLAN or related body (advantage) A valid driver's license. Skills & Knowledge: Extensive knowledge and understanding of public service policies and procedures, Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework. Knowledge of Project Management.
<u>DUTIES</u>	:	Support Municipal Infrastructure Performance Management: Provide inputs in order to prepare and update the framework for the Municipal Infrastructure Delivery Management System. Identify, risks, review and update the risk mitigation strategy for the implementation of the framework for the Municipal Infrastructure Delivery Management System. Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure. Analyse, monitor and report on relevant infrastructure legislation requirements. Provide inputs to the design of standard operation procedures and Codes of Practices for financial and budgetary functions in the infrastructure delivery value chain. Provide inputs for Provincial Treasury Instructions, frameworks, best Practice Notes and Circulars. Monitor Infrastructure Financial Management: Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks. Provide financial inputs to relevant Infrastructure forums. Provide inputs to National Treasury on the formation of DoRA. Provide inputs to infrastructure budget guidelines. Review requests for financial roll-overs and make recommendations. Provide guidance on Infrastructure Planning Portfolio Management: Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums. Provide financial inputs to Public Private Partnerships infrastructure projects. Assess and advise on the affordability of Municipal Infrastructure financial implications. Provide inputs into the assessment of Municipal Infrastructure Asset Management Plans. Provide guidance on Infrastructure Project / Programmes: Monitor financial aspects in terms of the implementation of Service Level / Delivery Agreements. Assess Municipal Infrastructure Programmes Management Plans and make Recommendations. Analyse and report on annual evaluation of Municipal Infrastructure projects/programmes. Support Infrastructure Capacity Building initiatives: Provide training on IDMS. Prepare and document best practices on infrastructure delivery. Participate in relevant Communities of Practice in Municipalities. Assess and report on DoRA Human Resources reports. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/directorate Recordkeeping and reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Wax: at 061 417 9511
	:	E-mail: Ncpt-HR2@ncpg.gov.z
<u>POST 04/205</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT</u> <u>REF NO: NCPT/2026/09</u> (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 – R1 055 958 per annum (Level 11), (TCE package)
	:	Kimberley
	:	NQF 6 qualifications in Built environment or related fields. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level or equivalent, in monitoring infrastructure projects/programmes. Registration with ECSA, SACPLAN or related body (advantage). A valid driver's license. Skills & Knowledge: Extensive knowledge and understanding of public service policies and procedures, Knowledge of the functioning of National/Provincial as well as Local Government. Basic knowledge of Microsoft

DUTIES

office applications, Knowledge of Financial Management, Knowledge of Project Management.

: Support Provincial Infrastructure Performance Management: Provide inputs in order to prepare and update the framework for the Provincial Infrastructure Delivery Management Systems. Identify risks, review and update the risk mitigation strategy for the implementation for the framework for the Provincial Infrastructure Delivery Management Systems. Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure. Analyse, monitor and report on relevant infrastructure legislative requirements. Provide inputs to the design of standards operating procedures and Code of Practice for financial and budgetary functions in the infrastructure delivery value chain. Provide inputs for Provincial Treasury Instructions, Frameworks, Best Practice Notes and Circulars. Monitor Infrastructure Financial Management: Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks. Provide financial inputs to relevant infrastructure forums. Provide inputs to National Treasury on the formulation of DoRA. Provide inputs to infrastructure budget guidelines. Review requests for financial rollovers and make recommendation. Provide guidance on Infrastructure Planning Portfolio Management: Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums. Provide financial inputs to Public Private Partnership infrastructure projects. Assess and advise on the affordability of Infrastructure financial implications. Provide inputs into the assessment of Infrastructure Asset Management Plans. Provide guidance on Infrastructure Project/Programmes: Monitor financial aspects in terms of the implementation of Service Level/Delivery Agreements. Assess Infrastructure Programme Management Plans and make recommendations. Analyse and report on annual evaluation of Municipal Infrastructure projects/programmes. Support Infrastructure Capacity Building initiatives: Provide training on IDMS. Prepare and document best practices on infrastructure delivery. Participate in relevant Communities of Practice in the Province. Assess and Report on DoRA Human Resource reports. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/directorate Recordkeeping and reporting.

ENQUIRIES APPLICATIONS

: Mr. E. Wax at 061 417 9511
: E-mail: Ncpt-HR2@ncpg.gov.za

POST 04/206

: **DEPUTY DIRECTOR: PERSAL SUPPORT AND ADMINISTRATION REF
NO: NCPT/2026/10**

SALARY CENTRE REQUIREMENTS

: R896 436 – R1 055 958 per annum (Level 11), (TCE package)
: Kimberley
: NQF 6/7 qualification in Human Resources Management/ Public Administration/ Management/ Business Management/ Administration. A minimum of 3 - 5 years' middle management experience in a PERSAL environment. A valid driver's license. Skills & Knowledge: Knowledge of PERSAL administration, including user provisioning, establishment control, HR and payroll transactions, and system compliance. Knowledge of Information Systems (PERSAL, BAS, Vulindlela), and reporting procedures. Knowledge and understanding of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Access to Information Act, Educators Act, PSCBC Resolutions, Public Finance Management Act, and Treasury Regulations. Strong analytical, problem solving skills, and policy interpretation skills. Skills planning and organising, project management, leadership, team building, and conflict management. Competence in facilitation, training, presentation, report writing, and communication with stakeholders at all levels. Ability to provide customer-focused support to departments and transversal system users. Computer literacy (Word, Excel & PowerPoint).

<u>DUTIES</u>	:	Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes: Manage the maintenance of the provincial PERSAL-User Database. Manage the monitoring of the Provincial Departments' user access and activities. Monitor the Provincial Departments' user of Departmental tables (Table 800 upwards). Manage the analysing of PERSAL System data and the Reporting to Accounting Officers and Departmental PERSAL Controllers. Manage the monitoring of ACB (Automated Clearance Bureau) limits. Manage the support service rendered to all Provincial PERSAL Users: Manage and assist Provincial Departments to amend their establishment on the PERSAL System. Manage and monitor new implementation processes in consultation with National Treasury. Manage and assist provincial departments to create their departmental tables. Manage the Provincial PERSAL Helpdesk functions (functional support calls, registering of SCC's, etc.) that are rendered to all 13 Provincial Departments. Manage the capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System: Overall managerial responsibility for PERSAL training in the province. Ensure the PERSAL System functions and capabilities are optimally utilized. Chair the Provincial PERSAL User Forums and represent the Province at the National PERSAL User Forum. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform asset management functions. Perform financial management functions. Perform risk management functions.
<u>ENQUIRIES</u>	:	Ms. L. Jacobs at 066 210 4000
<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR3@ncpg.gov.za
<u>POST 04/207</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING (MFMA) REF NO: NCPT/2026/15</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (TCE package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF 7 qualifications in Accounting/ Internal Auditing/ Economics/ Financial Management. A minimum of 3 – 5 years working experience in an accounting environment. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Municipal Financial Management Act, Treasury Regulations, Accounting Principles. Analytical skills, organising skills, Presentation skills, Report writing skills, Numeracy, Advanced Excel, Communication (verbal and written), Planning skills, Problem solving skills and Project Management.
<u>DUTIES</u>	:	Monitor the implementation of the accounting standards (GRAP) and review the quality of Annual Financial Statements.: Ability to compile annual financial statements and review and assess them. Provide support to municipalities on the preparation/compilation of the annual financial statements. Direct, guide, and advise stakeholders on accounting practice and compile documents/presentations to discuss various topics. Provide technical support and guidance to municipalities on the implementation of GRAP Standards. Assist municipalities and municipal entities in developing and implementing their accounting policies. Provide support, coaching, technical advice and technical guidance to municipalities and their entities on compiling and finalising financial statements. Monitor compliance with the financial reporting requirements: Facilitates workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Provide technical support and compile reports on the preparations of the audit file. Participate in accounting industry-related forums/workshops and effectively contribute to accounting-related developments or amendments. Engage proactively with key Stakeholders through participation in Provincial Treasury management meeting, presenting progress reports on the implementation of the Accounting and Audit SP. Actively participate in municipal accounting and auditing forums. Coordinate the provision of accounting Service & Support: Monitor the implementation of financial accounting support programs where municipalities lack skills and capacity. Monitor, support and report on related modules in the Financial Management Capability Maturity Model. Review Segment details analysis reports. Conduct ongoing capacity building to PT and municipal officials relating to GRAP and financial statement preparation support. Provide support and make recommendations at monthly management and other related meetings on the

implementation of municipal audit action plans pertaining to accounting matters. Municipal (BTO) accounting and audit capacity – Undertake annual reviews of the municipal accounting and audit organograms and make recommendations regarding capacitation. PT accounting and audit capacity - Assist with evaluation of the PT municipal accounting and audit staffing capabilities on an annual basis and provide recommendations to ensure sufficient capacity exists. Provide operational leadership in the management, coordination monitoring and evaluation of activities within the directorate: Perform financial management functions; Assist municipalities and their entities in developing and revising their accounting-related Standard Operating Procedures. Assist PT (clusters) and municipalities with the development and implementation of a proper document management system which will ensure complete and proper records of municipal finances are kept in accordance with applicable norms and standards, to support the accounting numbers and overall financial reporting. Provide support and make recommendations at monthly management and other related meetings on the implementation of municipal audit action plans pertaining to accounting matters. Provide technical accounting support at municipal Audit Steering Committee meetings and audit committees, where applicable; Assist PT (clusters) and municipalities during the annual audit processes in responding to RFIs and accounting related CoMAFs issued by the Auditor-General. Provide technical support, assistance and guidance PT (clusters) and municipalities in developing, implementing and reviewing municipal audit action plans to ensure that accounting related matters are effectively and adequately addressed.

**ENQUIRIES
APPLICATIONS**

: Ms. B. Mgauguli at 066 188 6322
: E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/208

: **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO:
NCPT/2026/13**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 – R1 055 958 per annum (Level 11)
: Kimberley
: NQF 7 qualifications in Financial Accounting, Accountancy, General Accounting or related fields. A minimum of 3 years' experience at junior management level in an accounting environment. A valid driver's license. Skills & Knowledge: Public Finance Management Act, Accounting reports in the public sector MCS, AMD, GAAP, GRAP, Treasury Regulations, Public Service Regulation, Financial Systems, Managerial Functions, Financial Management. Communication (written and verbal), Problem solving, Computer literate, Organising and Planning skills, Report writing, Analytical skills, Policy formulation (norms and standards).

DUTIES

: Develop and implement systems and processes to ensure integrity of financial data: Assess compliance with year-end procedures. Review assessments of relevant monthly PFMA compliance and combined feedback reports. Monitor and enhance the implementation of National and Provincial prescripts and approved standards/manuals. Monitor, evaluate and report on compliance with accounting related legislative requirements: Review of relevant monthly PFMA compliance and combined feedback reports. Perform or conduct tests to determine integrity of the monthly compliance certificates. Manage processes to ensure the clearance of monthly inter-departmental accounts for provincial departments. Review the implementation of National Treasury instruction notes by Departments. Monitor, evaluate and report on actions to address findings raised in audit reports: Manage the process to ensure the development of action plans to address audit findings and provide recommendations to improve these plans. Oversee the monitoring and implementation of action plans to ensure that audit findings are effectively resolved. Facilitate and coordinate training regarding accounting compliance: Research and develop training material to address areas of non-compliance. Facilitate training workshops. Facilitate consultative workshops / forums with departments / entities. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the unit: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial and asset management functions. Discipline management. Training and development and PMDS. Employee health and wellness management. Attendance and leave management.

ENQUIRIES

: Ms. B. Nortjie at 082 903 6945

<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/209</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & SALARY ADMINISTRATION REF NO: NCPT/2026/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 - R1 055 958 per annum (Level 11), (TCE package)
	:	Kimberley
	:	NQF 7 qualification in Financial Accounting/Management Accounting. A minimum of 3 years relevant experience in Financial Management and Accounting at junior management level. A valid driver's license Skills & Knowledge: Extensive knowledge of Financial Accounting & Management. Knowledge of PERSAL & Basic Accounting System (BAS). Knowledge of Standard Chart of Accounts. Strategic management. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act and Regulation. Management Organizing skills. Accounting and auditing skills. Communication at both high and lower levels. Computer literacy. Networking skills. Leadership and team building skills. Analytical. Problem solving skills. Policy development and analyst. Financial management. Formal presentation. Ability to interpret relevant directives. Report writing. Project management. Conflict management and resolution.
<u>DUTIES</u>	:	Preparation and submission of annual Financial Statements and Interim Financial Statements: Allocate expenditure to the correct cost centre daily. Monthly clearance of all suspense accounts. Ensuring a smooth financial year and month closure. Compilation of IFS and AFS. Manage timely and valid payment of creditors' accounts against correct allocations as per source documents, prescripts and the Budget: Settle queries on outstanding accounts. Reconciliation on creditors accounts. Authorize and/or counter sign payment vouchers. Authorize payment on BAS and LOGIS systems. Instil work processes that ensure effective auditing of financial information (source documents) for validity, accuracy and completeness before final payment. Management of effective and efficient bookkeeping systems for all departmental transactions: Ensure timely clearance of PMG/PERSAL exceptions. Ensuring a smooth accounting month closure. Ensure monthly Compliance certificate. Manage salary administration and perform PERSAL Controller function within the department: Manage PERSAL reconciliations. Manage payroll activities. Manage salary payments and deductions within the department. Manage and maintain the PERSAL system in the department. Manage Salary Suspense Accounts and Disclosure Notes. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit. Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline. Employee Health and Wellness management. Attendance and leave management. Mainstreaming of females, youth and persons with disabilities. Record keeping and reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	D Kumalo at 079 497 8777
	:	E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/210</u>	:	<u>ASSISTANT DIRECTOR: LOGIS SUPPORT AND ADMINISTRATION REF NO: NCPT/2026/11 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09)
	:	Kimberley
	:	NQF 6/7 qualification in Supply Chain Management / Financial Management / Public Administration/ Management or related fields. 3 x LOGIS accredited training courses (LOGIS: Literacy and advanced modules) and BAS course (BAS: General Principles). A minimum of 3 years' experience in a LOGIS management or LOGIS support environment. A valid driver's license. Skills & Knowledge: Knowledge of LOGIS and its core modules. Knowledge of LBIS and transversal system integration. Understanding of BAS fundamentals and LOGIS/BAS alignment. Knowledge and understanding Organisational and Government Structures, the Public Service Act, Public Service Regulations, Public Finance Management Act, SCM Regulations, LOGIS guidelines, Treasury Regulations, Preferential Procurement Framework Act and its associated regulations, National Treasury Instructions and Circulars, Access to Information Act, Broad-based Black Economic Empowerment Act. knowledge of procurement, inventory, asset and contract management processes. Communication skills (verbal and written), Analytical skills, Interpersonal skills,

		Problem solving skills, Innovative thinking, Leadership skills, Report writing skills, Conflict management skills, Project management, Presentation/Training skills, Client orientated, Planning and organising skills, Basic research skills, Policy development skills, Accounting and Auditing skills, Computer literacy (Word, Excel & PowerPoint).
<u>DUTIES</u>	:	Manage compliance and enforcement of prescribed legislation policies and guidelines relating to LOGIS processes: Download and scrutinise reports (RR101, RR102, RR103 and RR020) and compile findings. Assist and monitor with capturing LOGIS Asset Register per Department. Co-ordinate, assist and monitor with capturing LOGIS Contract/Lease Register per Department. Quarterly verification of LOGIS User Account Management. LOGIS Audit responses to be communicated and streamline processes for the next financial year. Render transversal support service and guidance to all Provincial LOGIS users: Provide functional support on LOGIS, LOGIS Portal and BI. Assist Provincial Departments with the disposal of redundant assets. Provide assistance with regards to CSD and Non-CSD suppliers. Monthly verification of LOGIS Asset Register, Finance Leases and Contract Management. Log call with National Treasury's Logik Call Centre as and when necessary. Implementation/re-implementation of LOGIS store as and when required from Provincial Departments. Capacity building to enhance the effective utilization of the LOGIS System: Give inputs to the annual training program. Conduct capacity building sessions. Provide one-on-one training (LOGIS Assets, Finance Leases, Contract Management). Assist with the arrangements of quarterly users forums. Provide assistance on user testing for National Treasury. When required, attend the National LOGIS user forums. Manage the resources within the sub-directorate: Perform people management functions. Oversee the administrative support functions. Perform asset management functions. Co-ordinate stakeholder relationships.
<u>ENQUIRIES</u>	:	Ms. L. Jacobs at 066 210 4000
<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR3@ncpg.gov.za
<u>POST 04/211</u>	:	<u>ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2026/07</u> (12 Months Contract)
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF 6 qualification in Accounting, Auditing, Economics or Public Administration/Management. A minimum of 2 years' experience in a revenue management or public finance environment. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework. National Treasury Regulation and practice notes. Planning and organizing, Problem-Solving, decision making, technical proficiency. Knowledge and computer skills in as far as Ms. Word, Power Point, Presentation, Good Communication (verbal and written), Report writing and analytical skills.
<u>DUTIES</u>	:	Provide support with monitoring/ implementation of revenue enhancement strategy through inter alia: Provide inputs on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Participate in the medium terms revenue planning process. Provide input into the transparent and effective revenue management process, through inter alia: Support departments in application of effective tools and techniques to maximize the collection of revenue owed to the province, Prepare reports for revenue forums and other stakeholders, Conduct site visits on various revenue collecting institution. Provide inputs into the development of debt management policy and other policies relating to revenue and revenue management: Collects inputs into the guidelines on best revenue practices. Participate in the revenue policy development process of departments. Support departments in developing policies that are consistent with the PFMA. Conduct and support the determination of own revenue estimates, in-year revenue adjustments of the MTEF: Analyse revenue budget proposals from departments. Provide own revenue analysis on proposals and provide recommendation. Provide analysis of monthly revenue performance of departments and identify risk areas. Provide inputs into the budget speech. Provide inputs for the overview of the Estimates of Provincial Revenue and Expenditure. Assist departments to explore on all potential revenue sources:

		Collect data and information on all revenue related matters. Support departments in determining the feasibility of newly identified revenue sources. Assess and report on the review of tariffs from departments.
<u>ENQUIRIES</u>	:	Ms. D. Nel at 081 365 4716
<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR2@ncpg.gov.za
<u>POST 04/212</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL ASSET MANAGEMENT (PFMA)</u> <u>REF NO: NCPT/2026/12</u>
<u>SALARY</u>	:	R468 459 – R551-823 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF 6/7 qualification in Financial Management / Accounting / Commerce. A minimum of 3 years' experience at Junior Management level in Asset and Inventory management. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the relevant prescripts, Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standards and GRAP, National Treasury Instructions and Guide to accounting officers, Public Service Regulations.
<u>DUTIES</u>	:	Facilitate the development and maintenance of Asset Management Registers, Policies and strategies: Coordinate the development of asset and inventory management policies and procedures manuals. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of asset and inventory. Facilitate the development of asset and inventory strategies in line with the service delivery objectives. Facilitate the review of asset and inventory management policies, procedure manuals, Treasury Practice notes, and compliance checklist tools. Support Departments and Public Entities on safeguarding of assets: Monitor the safeguarding of assets by departments and public entities against destruction, theft, and obsolescence. Monitor that all losses and assets are reported, investigated, and finalised. Monitor departments and public entities that have functional loss control committees. Support Departments and Public Entities as per Auditor General requirements and on financial management and reporting on asset and inventory: Monitor and support departments and public entities on MCS and GRAP compliant asset register, trial balance and expenditure reconciliations. Perform reviews of annual financial statements (AFS) interim financial statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan. Provide support on resolving audit findings on non-current asset and current of the provincial departments and public entities. Monitor and support entities on the review of estimated useful life (EUL) and residual values (RV) and impairment of property plant and equipment (PPE). Provide support to departments and public entities on the valuation of assets. Provide support to department and Public Entities with financial reporting tools for interim and annual financial disclosures. Perform periodic compliance assessments in departments and public entities to establish with relevant legislations. Monitor and support departments and public entities with Section 42 transfers. Perform quality assurance (QA) to departments and entities to establish if asset registers and processes meet pacified quality asset management standards. Support departments and public entities on asset and inventory management strategies: Monitor and support departments and public entities on the implementation of asset management strategies and value for money of asset inventory. Ensure departments and public entities have asset management plans. Support departments and entities to develop and maintain complete asset and inventory registers. Support departments and public entities on the application of inventory management. Monitor and support departments and entities on asset verification and inventory stocktaking process. Perform compliance assessments in departments and public entities. Implementation of transparent and economic practices to deal with asset disposal in the provincial administration: Ensure obsolete, redundant, and unserviceable assets are disposed of. Monitor the establishment of the disposal committee, and monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities in the reconciliation of disposal proceeds, and monitor compliance with the internal control process regarding asset register disposal. Facilitate the capacity building of the asset and inventory management section in the Department and Public Entities: Identify

		asset and inventory management capacity gaps, facilitate on-the-job training on asset and inventory. Conduct workshops on policy framework, Treasury regulation and accounting norms and standards. Facilitate training intervention on asset and inventory management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. ML. Ramafoko at 081 430 4082
	:	E-mail: Ncpt-HR3@ncpg.gov.za
<u>POST 04/213</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING REF NO: NCPT/2026/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551-823 per annum (Level 09)
	:	Kimberley
	:	NQF 7 qualifications in Financial Accounting or related fields. A minimum of 3 years' relevant accounting experience. A valid driver's license. Skills & Knowledge: Public Finance Management Act, Accounting reports in the public sector MCS, AMD, GAAP, GRAP, Treasury Regulations, Public Service Regulation, Financial Systems, Managerial Functions, Financial Management. Communication (written and verbal), Problem solving, Computer literate, Organising and Planning skills, Report writing, Analytical skills.
<u>DUTIES</u>	:	Develop and implement systems and processes to improve sound financial management and audit outcomes: Compile provincial standard operating procedures to ensure implementation and adherence by all provincial Departments. Implement National Treasury prescripts and improve accounting standards. Assess and report on the quality of interim and Annual Financial Statements: Facilitate the timeous submission of financial statements. Review financial statements and compile reports. Assist with training. Compile and consolidate annual financial statements: Prepare consolidated financial statements for the Departments and entities. Prepare Accounting Officers report. Prepare and audit file to support the consolidated Annual Financial Statements (AFS). Review Accounting Officers report. Review and audit file/s to support the consolidated Annual Financial Statements (AFS). Assist with operational management, coordination, monitoring and evaluation of activities within the unit: Facilitate Capacity Building within the provincial departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T. Franks at 066 210 4079
	:	E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/214</u>	:	<u>ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: NCPT/2026/16</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551-823 per annum (Level 09)
	:	Upington
	:	NQF 7 qualifications in Financial Accounting / Financial Management/ Economics / Public Administration / Local Government Management / Finance. A minimum of 3 years' experience in similar work environment. A valid driver's license. Skills & Knowledge: Municipal Finance Management Act, (MFMA), Finance Planning and organising, Analytical skills, Presentation / reporting writing, Norms and standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation, Project Management, Advance Excel, Planning. Computer literacy, Communication skills, Problem solving, Policy analysis/ development, Good planning and organisational skills, dealing with conflict, Routine notes, Memorandums, Reports, Articles programs and minutes writing, Analytical skills.
<u>DUTIES</u>	:	To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities. Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT Circulars and on best practices (includes advice to council on its oversight roles over the budget process). Coordinate the facilitation of technical support and training via interactive working sessions/ site visits and report to outcome of the site visits. To provide assistance and support on the provision of guidance on budget planning. Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice / written comments to the municipalities. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial and National Gazette). Provide assistance in the budget verification process to validate

budgets on the NT database. Provide assistance in monitoring submission and publication (municipal website) of municipalities budget and other relevant documents. To provide assistance and support in the monitoring, evaluating and reporting on In-Year Budget Performance. Provide assistance to monitor and ensure the submission MFMA returns / data strings to National Treasury (report from NT confirming the receipt of all returns / data string). To provide assistance in the analysis of the monthly outcome of municipalities budget and financial performance through the IYM process and provide feedback to designated municipalities. Also provide inputs into the monthly Municipal Finance Performance Report (MFCFPR) in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report, To provide assistance in the analysis quarterly outcome of municipalities budgets and financial performance including Section 72 report and provide inputs into the quarterly Municipal Finance Quarterly Review (MFQR), in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report. To provide assistance in the monitoring of grants spending of designated municipalities and submit to the relevant supervisor. To provide assistance and support in the monitoring compliance by delegated municipalities with respect to the MFMA, Dora and other applicable legislations and regulations. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/ report to the relevant supervisor on steps taken by the municipality to address non-compliance. Provide advice and technical guidance on revenue related by laws, policies and tariffs setting relating to revenue management cycle. Review and provide technical guidance on revenue related by laws and policies. Provide technical support on the municipal revenue standard operating procedures, assess and provide advice on tariff setting.

**ENQUIRIES
APPLICATIONS**

: Ms. B. Mgaguli at 066 188 3622
: E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/215

: **ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING REF NO:
NCPT/2026/17**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551-823 per annum (Level 09)
: Kuruman
: NQF 7 qualification in Financial Accounting / Financial Management/ Management Accounting. A minimum of 3 years' experience in accounting environment. A valid driver's license. Skills & Knowledge: Municipal Finance Management Act, Treasury Regulations, Accounting Principles, GRAP, MSCOA, Accounting Software, Analytical, Organising, Presentation/ Report, Numeracy, Advance Excel, Communication, Planning, Problem Solving, Project Management.

DUTIES

: Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements. Provide support to municipalities on the preparation / compilation of annual financial statement. Provide feedback to the Deputy Director on the assessed draft and in-year financial statements. Advise stakeholders on accounting practice and compile document/ presentations for discussion on various topics related accounting on various sessions/ forums. Support the monitoring and compliance with the financial accounting reporting requirements. Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Monitor the submissions of audit reports, management letters and audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by the MFMA. Support municipalities in resolving audit queries through the attendance of audit steering committee meetings and correspondence. Support on the preparations of the Audit File. Monitor and evaluate AFS preparation action plan. Provide technical support on financial management and accounting. Conduct research on technical GRAP Issues that affect the municipalities to provide clear guidance, application and direction. Participate in Accounting Standard Board, Public Sector Accounting Forums on the new/ update on accounting forums. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plan to identify financial management strategies. Analyse and report on progress on the implementation of the AFS/ Accounting queries. Assist in Monitoring,

		supporting and reporting on related modules in the Financial Management Capability Maturity Model. Verification of Annual Financial Statements against the submitted PRAUD and AUDA data strings. Follow up on outstanding data strings (PRAUD and AFS). Coordinate the process of alignment of AUD data strings and AFS. Communicate to municipalities on the differences. Provide guidance and support as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. B. Mgaguli at 066 1883 622
	:	E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/216</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NCPT/2026/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09)
	:	Kimberley
	:	NQF 6/7 in Human Resource Management/Public Administration/Management or equivalent qualification. A minimum of 3-4 years' experience. A valid driver's license. Skills & Knowledge: Knowledge of HR matters, training, administration, career management, reporting procedures and research. Policy analysis and development, Planning and Organizing skills, Analytical, Decision-making skills, Problem solving skills, Facilitation skills, Conflict management and Computer literacy (Word, Excel & PowerPoint).
<u>DUTIES</u>	:	Coordinate HR Provisioning in the department: Facilitate Recruitment and Selection process. Monitor the implementation of Transfers, Verification of qualifications. Prepare reports on HR Provisioning. Coordinate Human Resource Administration Functions: Address HRA enquiries to ensure compliance. Monitor implementation of departmental/public service policies on HRA matters. Provide inputs on the development/amendments of HRA policies/practices. Prepare and consolidate reports on personnel administration issues. Respond to Auditor General's queries and requests. Coordinate the effective maintenance of HR Records Management: Facilitate providing the effective and efficient Registry counter service. Facilitate an effective filing and Records Management service. Facilitate the processing of documents for archiving and disposal. Provide assistance with operational Management, coordination, monitoring and evaluation of human resources and activities within the unit: Training and development of officials. Performance Management. Work Allocation and Asset Management. Discipline management, EHW management and Attendance and leave management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SB. Louw at 066 210 3891
	:	E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/217</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NCPT/2026/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551-823.per annum (Level 09)
	:	Kimberley
	:	NQF6/7 qualification in Labour Relations/Human Resource Management/Industrial Psychology or Law. A minimum of 3–4-year experience working with Labour legislation and prescripts. Ability to interpret and apply policies. Skills & Knowledge: Knowledge of, among others, the following legislation and prescripts: Constitution 1996. Public Service Act, 1994 and subordinates' legislation. Labour Relations Act, 1994 and subordinates' legislation, including collective agreements. Basic Conditions of Employment Act, 1997. Employment Equity Act, 1998. Skills Development Act, 1998. The Promotion of Access to Information Act, 2000. Public Finance Management Act 1999, and subordinate legislations. Ability to communicate ideas verbally and in writing and informally and formally. Ability to draft and substantiate dept. policies and procedures. Effective organisational skills. Planning and Organizing skills. Analytical. Decision making skills. Problem solving skills Facilitation skills and Conflict management and Computer literacy (Word, Excel & Power Point).
<u>DUTIES</u>	:	Facilitate formal and informal disciplinary procedures as well as grievances: Conduct investigations on cases reported. Initiate proceedings of disciplinary hearings. Scrutinize and analyse misconduct cases to determine if there are grounds to charge. Facilitate the resolution of grievances and ensure grievances are dealt with in terms of its rules. Report the findings of cases to the relevant line managers. Monitor compliance with labour legislation, regulations and resolutions applicable in the public service (Department): Monitor the implementation of collective agreements and compliance thereof.

		Provide advisory services to line management on labour matters. Provide training on labour relations related policies and legislations. Compile quarterly case law reviews. Represent the employer in disciplinary hearings, conciliation or arbitration cases, bilateral multilateral meetings with trade union and bargaining structures: Scrutinize and analyse conciliation/arbitration awards. Ensure that all policies affecting employees directly are discussed and deliberated upon in the relevant structures. Collate and maintain records, statistics, register in respect of labour unrest, dispute and discipline within the Department: Record and report on all misconduct and grievance cases received. Record and update register on labour unrest.
<u>ENQUIRIES</u>	:	Mr K Melakeco at 082 730 0907
<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/218</u>	:	<u>PERSONAL ASSISTANT REF NO: NCPT/2026/04</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 06)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF 6 qualification in Secretarial Diploma, Office Management / Management or appropriate equivalent qualification. A minimum of 2-3 years' experience as a secretary. Skills & Knowledge: Computer literacy. (MS Teams, Word, Excel, PowerPoint, Zoom, Acrobat) Financial administration. Knowledge of relevant legislation, policies, prescripts, and procedures. Ability to research and analyze documents and situations. Language and ability to communicate well with people at different levels and from different backgrounds, Sound organizational skills. Good people skills. Good telephone etiquette and Written communication skills.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Head of Department: Receive telephone calls on behalf of the Head of department, and direct them to the relevant officials as well as assisting with telephonic enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Head of Department. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Renders administrative support services to the Head of Department: Ensure the effective flow of information and documents to and from the office of the Head of Department. Ensure the safekeeping of all documentation in the office of the head of department in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Head of department. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Head of department and the unit where required. Collect, analyses and collates information requested by the Head of department. Clarifies instructions and notes on behalf of the Head of department. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Head of department. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Head of department and unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to Head of department regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Head of department as required. Coordinate logistical arrangements for meetings when required. Supports the Head of Department with the administration of the unit budget: Collect and coordinates all the documents that relate to the HOD's budget. Assist HOD in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts HOD of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the HOD and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the HOD of changes. Analyses the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood

		properly: Remains up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the HOD. Remains abreast with the procedures and processes that apply in the office of the HOD.
<u>ENQUIRIES</u>	:	Ms D. Sebolai at 081 502 6954
<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/219</u>	:	<u>PERSONAL ASSISTANT: CHIEF DIRECTOR: INTERNAL AUDIT & AUDIT COMMITTEE REF NO: NCPT/2026/18</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	NQF 6 in Secretarial Diploma, Office Administration or Management. 2-3 years' relevant experience. Skills & Knowledge: Computer literacy (MS Teams, Word, Excel, PowerPoint, Zoom, Acrobat). Financial administration. Knowledge of relevant legislation and policies. Ability to analyse documents and situations. Good communication skills. Good organising skills. Good people skills, Good analytical skills. Good decision-making skills. Good problem-solving skills. Good facilitation skills.
<u>DUTIES</u>	:	Provide a personal assistant/receptionist support service to the Chief Directorate: Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Host virtual meetings. Perform advanced typing work for the Chief Director. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes / advises the Chief Director regarding engagements. Compile realistic schedules of appointments. Render administrative support services to the Chief Directorate: Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g., Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyses and collate information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register for the Chief Directorate. Handle the procurement of standard items like stationary, refreshments, etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Process the travel and subsistence claims for the Chief Director. Delegate administrative duties to secretaries e.g., copier machine, maintenance issues, boardroom bookings, storeroom and oversee that these duties are completed. Provide support to Chief Director regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings of the Chief Director and joint audit committee. Collect and compiles all necessary documents for the Chief Director to inform him/her on the contents which include the preparation of the joint audit committee packs. Record minutes / decisions for meetings of the Chief Director / unit as well as for joint audit committee. Communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Coordinate boardroom bookings. Support the Chief Director with the administration of the budget: Collect and coordinate all the documents that relate to the Chief Director budget. Assist the Chief Director in determining funding requirements for purposes of budget submissions. Keep record of expenditure commitments, monitors expenditure and alerts the Chief Director of possible over- and under spending. Checks and correlates spending reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles with the Chief Director and compiles draft memos for this purpose. Compare the budget allocation with the requested budget and informs the Chief Director of changes. Analyse the relevant public

service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the Chief Directorate. Remains abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES : Mr. J. Van Tonder at 082 719 1666
APPLICATIONS : E-mail: Ncpt-HR@ncpg.gov.za

POST 04/220 : **CLEANER REF NO: NCPT/2026/05 (X12 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Kimberley
REQUIREMENTS : Grade 10 or Abet level 2 certificate or equivalent. No experience required. Skills & Knowledge: Public Service procedures. Batho Pele Principles. Public Service Act and Regulation. Verbal and non- Problem-solving skills. Interpersonal skill.
DUTIES : Provision of cleaning services: cleaning offices and boardroom by: Dusting and waxing office furniture. Sweeping tiled floors. Vacuuming and shampooing carpeted floors. Scrubbing floors. Cleaning walls and glass doors. Emptying and cleaning of dirt bins. Removing of waste papers. Freshen the office areas. Collect waste papers. Clean office windows. Clean kitchens: Cleaning of basins. Wash and keep stock of kitchen utensils. Arrange water for meetings. Filling of aqua-coolers. Clean toilets: Refilling hand wash liquid. Replace toilet papers and hand towels. Empty and was waste bins. Clean corridors, passages and elevators: Sweeping of floors on daily bases. Scrub and wax floors and stairs. Remove stains. Open and close corridors windows for fresh air. Ensure that walls are always clean. Wash corridor windows at least once a month. Clean elevator floors. Clean mirrors and elevator walls. Keep and maintain cleaning materials and equipment: Report broken cleaning machines. Clean vacuum cleaners after use. Request cleaning materials.

ENQUIRIES : Mr. S. Fritz at 081 384 0499
APPLICATIONS : E-mail: Ncpt-HR@ncpg.gov.za

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

- 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** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/221** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION (TYGERHOEK) REF NO: AGR 19/2024 R3**

- SALARY** : Grade A: R 391 671 per annum, (OSD as prescribed)
Grade C: R586 665 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Competencies: Working knowledge of the following: Soil science research; Major small grain crops in the Western Cape; Soils in the Western Cape, climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MSOffice Package (Word, Excel, PowerPoint); Communication(written and verbal) skills; Ability to work independently and aspart of a team.
- DUTIES** : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES** : Ms A Swanepoel Tel No: (021) 8085320.

- POST 04/222** : **SENIOR AGRICULTURAL ADVISOR: SWARTLAND (MOORREESBURG) REF NO: AGR 01/2026**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BA gric Honours degree majoring in Agricultural Economics on NQF level 8; A minimum of 3 years' experience in the provision of specialist input as an agricultural economist within the agricultural extension and advisory services framework; A valid code B driving licence. Competencies: Knowledge and understanding of the following: Production of crops and / or livestock produced in the specific area, also markets and value adding; Knowledge and

		understanding of agricultural business administration. Key Project Management Practices; Good Research Skills; Excellent Written and Verbal Communication and Reporting; Sound Organizational and Leadership & Management Abilities; Good understanding of the Commodity Approach, Land Reform Programme and Project Implementation; Proven computer literacy in MS Office;(MS Word, MS Excel, MS Outlook, MS Power Point).
<u>DUTIES</u>	:	Compilation of Enterprise Budgets, Interpretation of Financial Statements and compilation and interpretation of Cashflow Projections; Compilation and evaluation of business plans for agricultural enterprises; Understanding and Interpretation of business plans for relevant agricultural enterprises; Conducting cost benefit analysis of potential new projects. Assessment of the economic viability of agricultural enterprises; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers through providing agricultural economic advice across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building Facilitate training and equipping of farmers in financial and production record keeping in their agricultural enterprises. Conduct financial analysis of agricultural enterprises; Facilitate market access for farmers and ensure market compliance; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding financial and technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Participate as a member of project teams. Assist farmers with credit applications to financial institutions; Do general office administration; Conducting regular site visits to projects; Ensure the utilization of Agricultural Information Management System (AIMS);Facilitate, engage and provide inputs to Project Implementing Partners and relevant Commodity Projects Allocation Committees (CPACs) in the delivery and implementation of projects; Management of Human Resources and Finances; The following will serve as advantageous: Agricultural production economics and agricultural production; Compilation of enterprise budgets; Compilation and interpretation of financial statements and cash flow projections of agricultural enterprises; Farm level application of agricultural economic principles; Financial and production record keeping; Compilation of viable business plans for agricultural enterprises; Ability to assess economic viability of agricultural enterprises.
<u>ENQUIRIES</u>	:	Ms Rose Horne Tel No: (022) 433 8903
<u>POST 04/223</u>	:	<u>ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT REF NO: AGR 03/2025 R1</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09).
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Contract Management or related fields. Competencies: Working knowledge of the following: Public Sector Supply Chain Management, application of procurement regulations and principles, contract management, secretariat functioning; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.
<u>DUTIES</u>	:	Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.
<u>ENQUIRIES</u>	:	Mr M November Tel No: (021) 808-5156

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

<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>	:	02 March 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake

two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

<u>POST 04/224</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL SKILLS PARTNERSHIP REF NO: DEDAT 01/2026</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education or Commerce; 3 years middle management experience; 3 years Project Management experience; 5 years experience in skills development or learning and development environment ecosystems. Competencies: Planning and organising; Motivational skills; Policy formulation; Presentation/facilitation skills; Financial management skills; People management skills; Problem solving skills.
<u>DUTIES</u>	:	Develop and implement skills development initiatives in support of workforce development; Develop and influence policy, research and economic intelligence in respect of skills development; Improve post-schooling and academic environment; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms M Parker Tel No: (021) 483 9429

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<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>	:	02 March 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 04/225</u>	:	<u>TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): SPATIAL PLANNING REF NO: EADP 02/2026</u>
<u>SALARY</u>	:	Grade A: R761 157 - R816 852 per annum, (OSD as prescribed) Grade B: R866 304 - R924 198 per annum, (OSD as prescribed) Grade C: R976 019 - R1 144 008 per annum, (OSD as prescribed)

<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate B-Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification experience in town and regional planning or spatial planning and land use management or development planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Spatial planning and/or land use management legal and/or operational compliance; Spatial planning and/or land use management systems, principles, processes and best practices; Proficiency in GIS recommended; Proficiency in computer-aided applications related to spatial planning recommended; Proficiency in project management; Ability to: Problem solve; Make decisions; Be creative; Self-manage; Be citizen centric; Customer focused and responsive; Ability to plan, organise and execute; Skills needed: communication skills (including listening skills; Computer literacy; Writing skills; Presentation skills; Willingness to accept responsibility; Experience in the development of Municipal, Regional and Provincial Spatial Development Frameworks, as well as Capital Expenditure Frameworks; Ability to undertake research and development; Strong analytical and systems thinking capability.
<u>DUTIES</u>	:	Provision of spatial planning advisory and support services to municipal planning, including support to Municipal Spatial Development Frameworks, Capital Expenditure Frameworks, and alignment with sector plans. Provision of spatial planning advisory and support services to provincial and regional planning, including contribution to regional planning frameworks, sector planning alignment and WCSDF-related processes. Support to the Chief Directorate in executing its functional mandate, including participation in transversal structures, intergovernmental forums, and planning, budgeting and oversight processes. Innovation and leadership initiatives, including contribution to the development of practice notes, guidelines, support tools, and project-based spatial planning initiatives.
<u>ENQUIRIES</u>	:	A Rhodes Tel No: (021) 483 0764
<u>POST 04/226</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: PLANNING AND POLICY COORDINATION (PART TIME 3/8th) REF NO: EADP 01/2026</u> (Contract Position For 6 Months)
<u>SALARY</u>	:	Grade A: R612 480 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 4-year B-Degree/Honours (equivalent or higher qualification) in natural or physical sciences or environmental sciences; A minimum of 6 years post qualification 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 and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management. Skills needed Communication skills (verbal and written); Policy formulation and drafting; Planning, organising and report writing; Professional and meticulous; Computer Literacy; Time management – must be able to meet strict deadlines; Must have the ability to work well within a team, to work under pressure and to work independently; Additional studies in environmental management; Experience in legislation development; Policy research and analysis.
<u>DUTIES</u>	:	Facilitate the development of environmental planning and environmental impact assessment instruments; Facilitate the Department's participation in intergovernmental forums relevant to environmental and integrated planning, as well as policy and law reform; Contribute to the departmental responses to national and provincial draft legislation and policies, including legislative and policy reform.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 483 3722

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the Post 03/176: Clinical Programme Coordinator Grade 1 (Mental Health/Chronic/Rehab/Infectious) Overberg District, Salary R549 192 per annum. Centre: Overberg District Office, advertised in the Public Service Vacancy 01 dated 30 January 2026, with Ref No: Post 03/176 has been cancelled.

OTHER POSTS

POST 04/227

: **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)**

SALARY

: 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.)

CENTRE REQUIREMENTS

: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

DUTIES

: The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.

ENQUIRIES APPLICATIONS

: Ms C Wyngaard Tel No: (021) 404-5004
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE

: 20 February 2026, 17:00 PM

<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 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 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>POST 04/228</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X3 POSTS)</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 Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Radiology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Good clinical expertise in general radiology with a subspeciality interest that can be developed. Good record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of registrars and junior radiologists.
<u>DUTIES</u>	:	Provide supervision of clinical service delivery within the Radiology Division to ensure excellent clinical services of diagnosis, investigations, and treatment in inpatient, outpatient and emergency contexts. Take overall responsibility for the comprehensive Diagnostic Imaging Radiology service at Groote Schuur and New Somerset Hospital, reporting to the Head of Department. Responsible for a strong academic program within the wider Radiology teaching program, including relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines to support the delivery of best practices for patient care. Responsible for corporate governance and management activities, ensuring quality outputs and optimal use of resources. Communications skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Coordinate and manage afterhours support for Diagnostic Radiology services. Coordinate and participate in outreach programs to the facility's drainage area.
<u>ENQUIRIES</u>	:	Prof S Moosa Tel No: (021) 404-4184
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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). Please ensure that you attach an updated CV.

<u>POST 04/229</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u> (12 Month Contract)
<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 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 Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. 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 Anaesthesiology. 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 Anaesthesiology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): The position may allow for exposure to a structured fellowship in Quality Improvement or Paediatric Anaesthesia or Neuroanaesthesia or Cardiac Anaesthesia. Research experience. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Strong educational or teaching experience background in both the under and post-graduate domains. Strong moral and ethical record in anaesthetic practice. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Computer literacy, good communication, analytic and problem-solving skills. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine.
<u>DUTIES</u>	:	The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to Registrars and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain departmental team spirit and development.
<u>ENQUIRIES</u>	:	Ms C Wyngaard Tel No: (021) 404-5004
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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. 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>POST 04/230</u>	:	<u>REGISTRAR (MEDICAL) (SURGERY: GENERAL)</u> (5-Year Contract Post)
<u>SALARY</u>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<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 a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference presentation). Post community service experience in General Surgery.
<u>DUTIES</u>	:	Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406 6229 or email: melissa.mohamed@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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>POST 04/231</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: PSYCHIATRY</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 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 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 requirement of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required. Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good communication skills.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES</u>	:	Dr I Lewis Tel No: (021) 404-5381 or email: ian.lewis@uct.ac.za / Dr J Jordaan, email: jeannere.jordaan@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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

<u>POST 04/232</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 2: R1 014 705 per annum Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Central Karoo District Office Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as Psychologist 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 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist 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 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist 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: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-district/ district to consult clients, attend and conduct meetings and training sessions. Willingness to work after hours, when required. Competencies (knowledge/skills): Appropriate knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good communication skills (verbal and written). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings.
<u>DUTIES</u>	:	Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414-3590
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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>POST 04/233</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R693 096 per annum, (Plus non-pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE</u>	:	Calitzdorp Clinic, Kannaland 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. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): In-depth knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills (verbal and written). Computer literacy (MS Word and Excel, PowerPoint and emails.)
<u>DUTIES</u>	:	Leadership and Management: Values Alignment, Team Functioning, Governance. Integration of Services – COPC, HIV/AIDS/STI/TB, Maternal, Child and Women's health and nutrition, disease prevention and control. Strategy and support, Professional support, Monitoring and evaluation, Operational Planning. People management. Management of staff and supervisory functions, people relationships, APL, skills development and people strategy. Finance, supply chain and physical resources management. Quality Assurance, Compliments and Complaints, Patient Safety Incidents, Occupational Health and Safety, Risk assessment, Patient Experience of care, Staff Satisfaction Survey, waiting time survey, Ideal Clinic, Office of Health standard compliance, Quality Improvement Plans, Infection Prevention and Control.
<u>ENQUIRIES</u>	:	Ms S Labuschagne Tel No: (028) 551 -1010
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 Garden Route 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. Candidates will be subjected to a practical/ oral assessment.

<u>POST 04/234</u>	:	<u>OPERATIONAL MANAGER: NURSING (SPECIALTY) - EMERGENCY CENTRE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Karl Bremer 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 a Professional Nurse and Midwife/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse Midwife / Accoucheur. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse

with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Valid Driver's Licence. Will be required to work shifts (day and night), public holidays, after-hours and weekends. Relief the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): Appropriate / recognisable experience in a hospital Emergency Centre. Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Good organisational, communication (verbal and written), interpersonal, leadership, problem- solving and decision-making, conflict resolution and labour relations skills. Knowledge and insight of relevant legislation related to health care, nursing education and practice within the public sector. Exposure to ward operational management.

DUTIES : Coordinate and supervise the provision of optimal, holistic nursing care in the Emergency Centre, within set standards and within a professional and legal framework. Effective and efficient management of human, financial and physical resources. Initiate, co-ordinate, implement and participate in training, development and research within the Emergency Centre and the Nursing Component. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : 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.

POST 04/235 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT)**
 Chief Directorate: Metro Health Services

SALARY : R549 192 per annum
CENTRE : Victoria Hospital
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 (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols.

DUTIES : Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilization of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Participate in nursing research. Provide effective support, to nursing management and other stakeholders. Supervision of staff members, provide guidance and mentorship. Performance management monitoring (PERMIS). Encourage training and personal development of employees.

ENQUIRIES : Ms M Dubru-Shunmugam Tel No: (021) 799-1125 or email: Mary.Dubru@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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>POST 04/236</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 FBS, CBS & HAST (COMPREHENSIVE HEALTH)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R549 192 per annum
<u>CENTRE</u>	:	Overberg District Office
<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 Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. Performance of adhoc duties which may include rendering support at facility level. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relations, exceptional leadership and conflict resolution skills. Knowledge of all relevant public service regulations and policies. Understanding the District Health System. Experience in Primary health care and statistical data. Understanding public/private partnerships. Good psychosocial, health assessment, planning, organizational and training skills. Appropriate knowledge of mental health, rehab, eyecare, infectious and HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases).
<u>DUTIES</u>	:	Ensure implementation, coordination, governance, monitoring and evaluation of the District Chronic, rehab, eyecare, mental and HAST health services and strategies. Support the implementation of Mental health, rehab, eye care, chronic health, infectious and HIV/AIDS/STI/TB services, establish linkages with integrated management of conditions and life stages. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Involved in training/capacity building programmes to develop skills and roll out training to support implementation and provision of services related to chronic, rehab, eyecare, mental, infections and HAST. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.
<u>ENQUIRIES</u>	:	Ms P Robertson Tel No: (028) 214-5800
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency assessment. 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>POST 04/237</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R491 256 per annum

**CENTRE
REQUIREMENTS**

Grade 2: R575 250 per annum

Grade 3: R676 716 per annum

(Plus non pensionable rural allowance of 12% of your annual basic salary).

- : Oudtshoorn Hospital, Oudtshoorn & Kannaland Sub-district
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanour, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

DUTIES

- : Use a variety of ultrasound equipment and perform a broad range of procedures, including abdominal, pelvic, obstetric, gynaecological, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centred care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. -Actively participate as a member of the health service institution. Perform clinical audits in the department, attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality. Report effectively, identify normal and abnormal imaging results.

**ENQUIRIES
APPLICATIONS**

- : Dr E Heydenrych Tel No: (044) 203-7204
- : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**CLOSING DATE
NOTE**

- : 20 February 2026, 17:00 PM
- : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written practical test 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 Garden Route 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>POST 04/238</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Haarlem CC, George Sub-district 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 (R 48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills in verbal and written). Problem solving, report writing, liaison, and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MJF Marthinus Tel No: (044) 814 - 1100 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	:	20 February 2026, 17:00 PM No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route 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>POST 04/239</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna/Bitou Sub-district (HIV /AIDS) Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Post-Basic nursing qualification with duration of at least one-year, in Curative Skills in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience:

		<p>Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.</p> <p>Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to operate mobile clinic vehicle. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).</p>
<u>DUTIES</u>	:	Assist with the management of the Burden of Disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	:	Ms PM Peters Tel No: (044) 302-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route 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>POST 04/240</u>	:	<p><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY AND NEONATOLOGY) (X3 POSTS)</u></p> <p>Chief Directorate: Rural Health Services</p>
<u>SALARY</u>	:	<p>Grade 1: R 476 367 per annum</p> <p>Grade 2: R 583 989 per annum</p>
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	<p>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. 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 as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Gynaecology and Neonatology Paediatric department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Gynaecology and Neonatology Paediatric Department.</p>

<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms C Potts Tel No: (044) 802-4553
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. 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 in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. 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>POST 04/241</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY GRADE 1 TO 2: (CLINICAL EDUCATION AND TRAINING UNIT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South Africa Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife / Accoucheur. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to assist accredited Higher Education Institutions with external practical examination of students as required. Willingness to work overtime and relief colleagues when the need requires i.e. After hour hospital cover Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Exposure in Nursing Education and Training in a Clinical setting, knowledge of relevant legislation, policy related to Nursing legislation, policies related to Nursing Education and Training in order to evaluate standards and practices. Ability to promote quality patient care through the setting, implementation and monitoring of standards, ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Basic Computer Literacy (MS Office and Outlook) with good communication (verbal and written) and good interpersonal skills. Exposure to ward management. Appropriate/recognisable experience in a hospital Emergency Centre.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing education and training within set standards and within a professional/legal framework. Participate in the co-ordination of student education and training and ensure that they achieve and maintain appropriate levels of competence in nursing practice. Effective

	utilization of resources. Provision of Support to Nursing Services Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms E Linden-Mars Tel No: (021) 918-1224
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 20 February 2026, 17:00 PM
<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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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.
<u>POST 04/242</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: George Regional 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 a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health and Wellness, Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department. Good communication skills (verbal and written).
<u>DUTIES</u>	: Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	: Ms C Korthom Tel No: (044) 802-4644
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 20 February 2026, 17:00 PM
<u>NOTE</u>	: Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the

necessary qualification within a predetermined period of time. 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 in Child Nursing Science. 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>POST 04/243</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS (EMPLOYEE RELATIONS)</u> Garden Route District
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Garden Route District Office, George
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations in the Public Sector. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel vast distances. Competencies (knowledge/skills): Strong interpersonal and good time management planning skills. Ability to think analytically and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in essential services. Computer literacy (MS Word, Excel, MS Outlook, MS Teams and PowerPoint. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Support and advice to all staff and supervisors with regards to employee relations in the Garden Route and Central Karoo Districts. Effective management of all disciplinary matters and disputes. Monitor and maintain collective bargaining structures. Provide training with regards to employee relations for all employees. Provide advice, guidance, and support to supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.
<u>ENQUIRIES</u>	:	Mr R Joubert Tel No: (044) 803-2700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 applications will be considered for vacancies within Garden Route 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>POST 04/244</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year 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 2: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa 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

		<p>3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. 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 requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Understanding of evidence-based practice and knowledge of PSR model. Good communication, organizational and planning abilities. Computer literacy.</p>
<u>DUTIES</u>	:	Clinical Occupational Therapy Services. Paediatric, Neurodevelopmental and Family-Centered Care. Wheelchair Seating, Positioning and Pressure Care. Mental Health and Psychosocial Rehabilitation. Multidisciplinary Teamwork and Outreach.
<u>ENQUIRIES</u>	:	Dr W Viljoen Tel No: (021) 850-4705
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>POST 04/245</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Support Services environment. Appropriate supervisory experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to draft and implement standard operating procedures. Ability to draft service level agreements and contracts. Extensive knowledge in project management. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Knowledge of LOGIS and SCM procedures. Computer skills (MS Office, Excel and Word). Working knowledge of support services management or facilities management.
<u>DUTIES</u>	:	Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Laundry, Porters & Mortuary, Security, Switchboard, Cleaning, Waste Management). Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.
<u>ENQUIRIES</u>	:	Mr DW Brecht Tel No: (021) 850-4750
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Senior Administrative Officer: Support Services 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. Candidates will be subjected to a written/practical and oral assessment.

<u>POST 04/246</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Based at Bellville)
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory and management experience in Infrastructure Supply Chain Management, efficient bid administration, procurement and compliance management. Competencies (knowledge/skills): Extensive knowledge of and practical experience in SCM procurement systems such as CIDB and ePS. Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of Infrastructure Bids and contract management process. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting Officer systems and Delegations related to Infrastructure procurement.
<u>DUTIES</u>	:	Effective and efficient management of the Procurement in a maintenance environment. Knowledge of various contract forms used for Infrastructure procurement. Perform the duties as an Approver on ePS. Manage an effective and efficient Acquisition process. Management of non-supplier performance. Manage an effective and efficient Procurement document and Evaluation processes. Manage subordinates within the Procurement component. Ensure accurate and timeous reporting of information to Head Office and other stakeholders. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and Staff performance management.
<u>ENQUIRIES</u>	:	Mr J Jooste, email: johann.jooste@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.
<u>POST 04/247</u>	:	<u>SYSTEM CONTROLLER</u> Directorate: Knowledge Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Information Technology, Computer Science, Health Informatics, or a related field. Experience: Appropriate experience in system administration, database management, and user support. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel and stay overnight when required. Competencies (knowledge/skills): Proven experience in system administration, database management, or health information systems. Experience with relational databases, ETL processes, and system integration and advanced proficiency in Microsoft applications. Strong analytical, problem-solving, and lateral thinking skills. Good communication, training, presentation and negotiation skills. Ability to work collaboratively and coach junior staff.
<u>DUTIES</u>	:	System Maintenance & Monitoring: Ensure the Sinjani and webDHIS systems operate smoothly through daily maintenance, technical support, and database management. System Development & Enhancement: Assist with the development, testing, and deployment of new and existing modules, documenting requirements and communicating changes to stakeholders. Audit Compliance: Support audit processes by maintaining audit trails, conducting user and facility audits, and implementing action plans to address findings. User & Facility Administration: Set up and maintain user profiles and facility

		details, provide end-user support, and coach junior staff. Data Management: Align and manage data between source systems (Sinjani, webDHIS, HealthBI, PHDC, MHFL, NDD), ensuring accurate and timely data imports/exports. Training & Support: Develop and update training modules and manuals and deliver training to system users. Reporting & Communication: Prepare and submit required reports, communicate system changes and achievements, and escalate unresolved issues as needed.
<u>ENQUIRIES</u>	:	Mr H Hlangbebi Tel No: (021) 483-6337
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 04/248</u>	:	<u>PEST CONTROL SUPERVISOR (ENVIRONMENTAL HYGIENE SERVICE)</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) National Certificate in Pest Control. Experience: Appropriate experience in an Industrial Pest Control Environment, Housekeeping, Contract Management, and personnel/office management. Inherent requirement of the job: Willing to perform standby duties and work irregular hours. Registration with the Department of Agriculture. Competencies (knowledge/skills): Sound knowledge and understanding of Pest Control protocols and application of pesticide. Excellent report writing skills and the ability to motivate and train staff. Excellent computer skills (MS Word, Excel and PowerPoint). Good communication skills (verbal and written).
<u>DUTIES</u>	:	To deliver a high quality of pest control service within allotted time frames. To Implement effective preventive pest control measures throughout the entire estate. To maintain strong stakeholder engagement regarding pest control to ensure a safe and hygienic environment for patients. Manage and oversee Environmental Hygiene Services and Contract Management i.e. cleaning, Waste management and any other ad-hoc contract services. Effective and efficient Human Resource Management e.g. recruitment and selection process, performance management system, leave management, disciplinary procedures, grievance procedures, project management, training and development of staff.
<u>ENQUIRIES</u>	:	Mr E Cassiem Tel No: (021) 404-3237
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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.
<u>POST 04/249</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FEMALE/CHILD WARD)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Knysna 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 a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays, night shifts 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): Self-discipline and motivation. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures, and practices. Basic computer skill in MS Word. Excellent communication skills (both written and verbal).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms EM Van Rooyen Tel No: (044) 302 - 8400

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route 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.

POST 04/250 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Plus non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : HIV AIDS Oudtshoorn Sub-district (Stationed at Bongoletu 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 (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms CW Lucas Tel No: (044) 274 - 0929

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

<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 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 Garden Route 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>POST 04/251</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna CDC, Knysna/Bitou Sub-district
	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environments, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Ability to work as part of a team or independently. -Ability to work under pressure. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good interpersonal and communication skills. Computer literacy in the Microsoft Office Package.
<u>DUTIES</u>	:	Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU(Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the Knysna/Bitou Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.
<u>ENQUIRIES</u>	:	Ms G Turner Tel No: (044) 302 - 8498
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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 Garden Route 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>POST 04/252</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT: PAYROLL AND SERVICE BENEFITS)</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). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines Knowledge of the People Management prescripts in the Public Service.
<u>DUTIES</u>	:	Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies. File personnel data, policies, regulations and circulars. Handle all personnel enquiries and correspondence (written and verbal). Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Salie Tel No: (021) 404-2374
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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>POST 04/253</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
<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 focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Asset Management. Appropriate experience and knowledge in LOGIS. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook) Sound knowledge of PFMA, National and Provincial Treasury Instructions, and Legislation pertaining to asset management. Ability to lift and move heavy equipment. Good communication skills.
<u>DUTIES</u>	:	Effective maintenance of assets and systems and of the asset register. Controlling movement of assets and disposal of assets. Receiving and issuing of Gifts and Donations Perform asset verification duties Physical lifting and moving of Assets Assist with the compilation of the Annual Financial Statements. Follow up all outstanding transactions. ICN and Item Record Maintenance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Gertse Tel No: (021) 937-3190
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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>POST 04/254</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICAL SUPPORT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12 or equivalent qualification. Experience: Appropriate experience in office practice and/or administration. Appropriate experience in Logis and/or Clinicom. Competencies (knowledge/skills): Advanced computer proficiency in Word, Excell, Access and PowerPoint. Knowledge of Hospital and/or Community Health Centres.
<u>DUTIES</u>	:	Provide secretarial and administrative support to the departments of Social Work, Clinical Psychology, Occupational Therapy and Pharmacy. Responsible for assisting with organizing small events hosted by these departments. Maintenance of the attendance registers and outreach statistics. Handling of all correspondence for the health professional support office. Responsible for the returning of files to the Outpatient Department daily. Responsible for handling all administrative tasks related to these departments, including tasks related to supply chain management, HR processes and asset management. Serves as liaison officer between Finance and HR for these departments.
<u>ENQUIRIES</u>	:	Ms M Hendricks Tel No: (021) 940-4451
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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.
<u>POST 04/255</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience. Inherent requirements of the job: Prepared to work overtime when required. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Ability to work in a team as well as independently. Ability to work under pressure.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e., PILIR, RWOPS, appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters.
<u>ENQUIRIES</u>	:	Ms EL Loots Tel No: (021) 850-4771
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

<u>POST 04/256</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (OUTPATIENT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willing to work shifts, day and night duty, overtime, public holidays and weekends. Willingness to assist and rotate through the hospital as needed. Competencies (knowledge/skills): Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	:	20 February 2026, 17:00 PM No payment of any kind is required when applying for this post. Candidates will be required to undergo 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 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 department, 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>POST 04/257</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health 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>	:	Witzenberg Sub-district (Stationed at Ceres Hospital) (X1 Post) Ceres CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Qualification that allows registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, including night duty, weekends, and public holidays. Must be prepared to rotate and work in all departments in the Hospital. Be prepared to assist in another department other than where you are placed, according to operational requirements. Competencies (knowledge/skills): Good communication, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Maintain ethical standards, professional growth, and self-development. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

<u>ENQUIRIES</u>	:	Mr G Vermeulen Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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 Witzenberg 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>POST 04/258</u>	:	<u>HOUSEKEEPING SUPERVISOR</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 housekeeping experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Appropriate supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Understanding of hospital waste management, linen management, catering and time management.
<u>DUTIES</u>	:	Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment to provide a safe environment to prevent safety hazards. Support nursing personnel with non-nursing functions. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Supervision, co-ordination, control and inspection of the duties of the household aids. Provide food and drink to patients.
<u>ENQUIRIES</u>	:	Ms B Pieterse Tel No: (044) 802-4599
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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>POST 04/259</u>	:	<u>LINEN SUPERVISOR</u> Garden Route District
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a Linen Store. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work weekends, public holidays and overtime. Competencies (knowledge/skills): Ability to work under pressure, perform physically demanding tasks and to handle heavy objects. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills and sewing skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Computer literacy (MS Word and Excel). Effective cleaning and packing abilities.
<u>DUTIES</u>	:	Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen

services. Effective and efficient management of all linen records, data, and information and ensure communication regarding operational aspects. Perform pre-condemning of linen and report irregularities to your supervisor. Responsible for all HR related functions and general administrations tasks in the linen bank.

ENQUIRIES : Ms R Quine Tel No: (044) 302 - 8445
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : 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 Garden Route 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.

POST 04/260 : **NURSING ASSISTANT GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows you registration with South African Nursing Council (SANC) as Nursing Assistant. Registration with a professional 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 at 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 requirements of the job: Willingness to work overtime when necessary. Willingness to work nightshift, shifts, weekends and public holidays. Relieve in all areas. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good communication skills (written and verbal).

DUTIES : Assist patients with activities of daily living (physical care) Provide quality and holistic clinical nursing care and ensure scientific recordkeeping. Management of physical resources and maintain ethical standards and self-development. Infection prevention and Control and Occupational health.

ENQUIRIES : Ms L Kapot Tel No: (028) 313-1166
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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.

POST 04/261 : **NURSING ASSISTANT GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None

		<p>Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Willingness to rotate to other departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.</p>
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr G Vermeulen Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 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 Ceres 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>POST 04/262</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u> West Coast 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>	:	West Coast TB Centre (Sonstraal Hospital, Paarl)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/ recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Must be prepared to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work under pressure. Willingness to rotate between Wards according to Operational needs. Competencies (knowledge/skills): Ability to function / make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to accept accountability and responsibility.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815 8340
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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 West Coast TB Complex 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>POST 04/263</u>	:	<u>HOUSEHOLD AID</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	West Coast TB Centre (Sonstraal Hospital, Paarl)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate / recognisable experience in cleaning, linen management and handling of food. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Incumbent must have the ability to mix cleaning fluids, count and calculate linen supply. Read diet lists. Good planning, organizational and interpersonal skills.
<u>DUTIES</u>	:	Renders effective, efficient and safe hygiene in wards. Serving of meals and refreshment. Handling and removal of waste. Support to Supervisor. Effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815-8340
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 04/264</u>	:	<u>CLEANER (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	De Rust Clinic (X1 Post) Bridgton CDC (X1 Post) Oudtshoorn Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Must be physically able to lift heavy objects and stay on your feet for long hours. Willingness to rotate between clinics in the Sub-district according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Ability to do physical tasks and operate heavy duty cleaning equipment. Ability to work under pressure and perform physically demanding tasks.
<u>DUTIES</u>	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective waste management. Adhere to the ethics and code of conduct.
<u>ENQUIRIES</u>	:	Ms NC Jackson Tel No: (044) 203 - 7205
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route 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>POST 04/265</u>	:	<u>SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (20 SESSIONS)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<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 Specialist in Anaesthesiology. Registration with the Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. 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 Anaesthesiology. 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 Anaesthesiology. Competencies (knowledge/skills): Ability to function well in a team environment and a team player, with good inter-personal skills. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. MMed in Anaesthesia. Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Research experience. Strong educational or teaching experience background in both the under and post-graduate domains. Strong moral and ethical record in anaesthetic practice. Willingness to participate in the CMSA exams.
<u>DUTIES</u>	:	The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department. Outreach and support to referring institutions. Fellowship opportunity in cardiac or neuro anaesthesia. Manage and provide leadership to Registrars and contribute significantly to the administrative duties of the combined department including, assessments and performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Wyngaard Tel No: (021) 404-5004
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<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. Please ensure that you attach an updated CV. 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)

DEPARTMENT OF INFRASTRUCTURE

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/266** : **DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT INFORMATION REF NO: DOI 90/2025 R1**

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year B-Degree (equivalent or higher qualification) in Information and Communications Technology (ICT) – related or similar; A minimum of 3 years management experience. Competencies: Knowledge of the following: Appropriate data and information management; Immovable Asset Management or a similar corporate department/business unit, Public Sector; GIAMA, PSA, POPIA, PAIA, PWDG; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, Management of people and resources; Project management; Relationship management. Skills needed: Written and verbal communication; Computer Literacy; Applied strategic thinking; Problem analysis; Technical proficiency in data analysis, data architecture and data visualisation; Problem solving and decision making; Citizen focus and responsiveness; Planning and organising; Team Leadership.

- DUTIES** : Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Produce reports, enhance service delivery, support transparency and support integration/collaboration across departments government spheres; Manage the performance of assigned personnel to achieve (agreed) key results areas (KRA's) that derive from the Sub-Directorates Work Plan / Project plans; Manage all projects allocated to the sub-directorate; Ensure compliance with all relevant legislative statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Communicate the Batho Pele concept to employees; Obtain support and commitment to apply the underlying principles in their day to day work operations; Identify weaknesses and gaps in service delivery and develop and implement opportunities to improve service delivery; Management the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Experience in managing an information management project and/or Business unit.

- ENQUIRIES** : Ms A Ferreira Tel No: (021) 483 9705

POST 04/267 : **CONSTRUCTION PROJECT MANAGER: METRO EDUCATION REGIONS**
REF NO: DOI 11/2026

SALARY : R879 342 per annum, (all-inclusive salary package), (Salary will be determined based on post registration experience as per OSD prescriptions).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment.; A valid driving licence. Competencies: Knowledge of the following: Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and development; Legal compliance; Programme and project management; Project principles and methodologies; Skills in the following: Computer-aided engineering applications; Technical report writing; Creating high performance culture; Technical consulting; Professional Judgment; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Manage and co-ordinate all aspects of projects: Guide the Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Project accounting and financial management: Report project progress to Construction Project Manager; Manage project budget and resources in consultation with Construction Project Manager; Office administration: Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client, and management under the guidance of the Project Manager; Contribute to the human resources and related activities; Maintain the record management system and the architecture library; Utilize resources allocated effectively; Research and development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483-4881

POST 04/268 : **CANDIDATE ENGINEER: CANDIDATE PROGRAMME AND**
PROFESSIONAL DEVELOPMENT REF NO: DOI 10/2026
(12 Month Contract)

SALARY : R761 157 per annum, (OSD as prescribed), (all-inclusive salary package)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Engineering Degree (B Eng/BSC(Eng)) or relevant qualification in Civil Engineering; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid driving licence. Competencies: Technical: Project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking Generic: Decision making; Team work; Analytical skills; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; Problem solving and analysis.

DUTIES : Design new systems to solve practical engineering problems(challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Training and development of technicians and technologists; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the

		facilitation of resource utilization; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
<u>ENQUIRIES</u>	:	Mr X Smuts at Xander.Smuts@westerncape.gov.za
<u>POST 04/269</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 04/2026</u>
<u>SALARY</u>	:	Grade A: R761 157 - R816 852 per annum, (Salary will be determined based on post registration experience as per the OSD prescript).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Quantity Surveying or relevant qualification; A minimum of 3 years appropriate post qualification Professional Quantity Surveying experience; Compulsory registration with the SACQSP as a Professional Quantity Surveyor; A valid driving license. Competencies: Knowledge of the following: Quantity Surveying processes and skills, cost control, cost management; Construction documentation and administration of NEC and JBCC contracts; Microsoft Office suite with proven computer literacy Programme and project management principles; Quantity Surveying legal and operational compliance; Quantity Surveying operational communication; Financial management principles; Computer-aided measuring and costing applications; Technical consulting; Professional judgment; Problem solving, analysis and decision making; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management. Skills in the following: Communication, organising and teamwork; Verbal and written communication; Ability to work under pressure and meet deadlines; Self-motivated.
<u>DUTIES</u>	:	Perform Quantity Surveying activities on state owned and leased buildings, structures, or facilities; Co-ordinate professional teams on all aspects regarding Quantity Surveying services; Ensure adherence to quantity determination standards; Provide Quantity Surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop Quantity Surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development: Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development according to council guidelines; Research/literature studies on Quantity Surveying to improve expertise; Liaise with relevant bodies/councils on Quantity Surveying related matters.
<u>ENQUIRIES</u>	:	Lishya Kirpal Tel No: (021) 483 5259.
<u>POST 04/270</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOI 19/2026</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience within Supply Chain Management/ Finance/Economics environment/ Business analytics and/or data analytics; 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: Applicable legislative and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer services which include customer needs assessment, meeting quality standards for services and

		evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques. Skills needed: Verbal and written communication; Problem-solving; Planning and Organising; Managing Interpersonal Conflict; Diversity Management.
<u>DUTIES</u>	:	Assist in the compilation of the procurement plan aligned to the strategic plan, goals, and budget, compliant with the applicable legislative requirements; Execute the process for reviewing expenditures, setting and approving forecasting assumptions; and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items by utilising various tools and technologies to inform future need, trends and forecasting; Develop and implement a strategic sourcing strategy per strategic commodity using statistics, payment data, planning data, tools, templates, forms and generate informative management responses; Manage the data from the available supplier databases and utilize the information to inform reporting and data visualisation; Oversee, coordinate and advise on the process of drafting specification/terms of reference and special conditions of contract are in accordance with legislation and best practices; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage information by applying tools and technologies to inform decision-making in government operations by utilising technical and data analysis, reporting and project management to inform strategic decisions; Produce reports, enhance service delivery, support transparency, support integration / collaboration across departments government spheres and within the external market, within SCM and Branches; Management of staff, Progressive discipline, SPMS.
<u>ENQUIRIES</u>	:	Ms P Van Der Merwe Tel No: (021) 483 6915
<u>POST 04/271</u>	:	<u>STATE ACCOUNTANT: MOVABLE ASSET MANAGEMENT REF NO: DOI 01/2026</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience in Accounting/ Auditing/Finance or Supply Chain Management. Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.
<u>DUTIES</u>	:	Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.
<u>ENQUIRIES</u>	:	Mr C Matthyse Tel No: (021) 483 4949
<u>POST 04/272</u>	:	<u>CHIEF WORKS INSPECTOR (ELECTRICAL): GENERAL INFRASTRUCTURE REF NO: DOI 18/2026</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the electrical environment; or Registration as an

	Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Competencies: Knowledge and experience of the following: Preparation of tender documentation and specifications, Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Good written and verbal communication; Interpersonal relations; Proven computer literacy (MS Office - Excel and Word); Technical experience of building matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations; Planning and organising; Report writing; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	: Undertake inspections of buildings and compilation of reports; Conduct facility Condition Assessment (FCA's); Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documents and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	: Mr MS Abdool Tel No: (021) 483 8762
<u>POST 04/273</u>	: <u>OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY (BELLVILLE), REF NO: DOI 14/2025 R1</u>
<u>SALARY</u>	: R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	: Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Safety Management or related field; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working knowledge of mechanical workshop environment in light to heavy construction vehicles and machinery; Work activities in a roads sign manufacturing; Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Skills needed: Written and verbal communication; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MSOffice); Problem solving; Conflict management.
<u>DUTIES</u>	: Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.
<u>ENQUIRIES</u>	: Ms H Kleinhans Tel No: (021) 959 7700
<u>POST 04/274</u>	: <u>PERSONAL ASSISTANT: TECHNICAL SERVICES REF NO: DOI 05/2026</u>
<u>SALARY</u>	: R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	: Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	: 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 Project management systems and information management. Skills in the following: Proven computer literacy; Planning and organising; Written and verbal communication; Report writing; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	: Rendering personal assistant/administrative support services; Ensure and advise on the effective flow of information, documents and communications to and from the office of the senior manager; Draft, collect and compile documents as required; Provide support to the senior manager with the administration of the budget; Process payments and other claims; Collect, analyse and collate information and complete reports; Analyse the relevant Public Service and departmental prescripts, policies, procedures, delegations and other documents; Remain up to date with these to ensure efficient and effective support to the senior manager.

<u>ENQUIRIES</u>	:	Mr R Monare Tel No: (021) 483 5310
<u>POST 04/275</u>	:	<u>CHIEF SUPPLY CHAIN MANAGEMENT CLERK (PAARL) REF NO: DOI 09/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Department of Infrastructure, Western Cape Government Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience; A valid driving licence (Code B). Competencies: Knowledge of the following: Supply Chain Management or Finance; LOGIS (Logistical Information System), EPS (Electronic Procurement System), BAS (Basic Accounting System) or related systems National and Provincial government rules, regulations and legislation pertaining to supply chain management; Supply Chain Management; Labour relations and Public Service procedures. Skills needed: Proven computer literacy in financial systems; Written and verbal communication skills; Computer literacy - WORD and EXCEL (MS Office); Ability to work under pressure and meet deadlines; Problem solving; Creative thinking; Able to work independently and as part of a Team.
<u>DUTIES</u>	:	Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for goods and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Maintain all processes and procedures in relation to logistics management including requisition and capturing of goods and services, placing of orders, receiving and distribution of goods, store management and disposal management; Maintain all processes and procedures in relation to inventories management and movable/ immovable assets; Oversee the compilation and maintenance of records; Verify the issuing of equipment and accessories to components and individuals in need; Identify redundant, non-serviceable and obsolete equipment for disposal; Oversee the verification of the asset register; Update and maintain supplier (including contractors) database; Ensure that suppliers are captured and registered on the system; Request and receive quotations; Capture specification on the electronic purchasing system; Ensure that all orders are placed on time; Issue and receive bid documents; Check, place and verify orders for goods; Receive and verify goods from suppliers; Capture and ensure that goods are captured in registers and databases; Receive request for goods from end users; Issue goods to end users; Check and maintain goods registers; Update and ensure the maintenance of the register of suppliers.
<u>ENQUIRIES</u>	:	Mr CG Harman Tel No: (021) 863 2020
<u>POST 04/276</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE OF THE HOD REF NO: DOI 12/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate 3-year National Diploma (or higher qualification); A minimum of 1 year experience in a "C-Class" environment (that is with Senior Management Service). Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Procurement of goods and services. Skills needed: Ability to run and maintain a record management system; Do research and analyse documents and situations; Numeracy; Literacy; Computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	:	Rendering professional administrative support services to the office of the HOD; Supports the manager the manager with the registry services; Provide support to the manager regarding meetings and act as a secretariat as required; Analyse the relevant legislation and policies/prescripts to ensure compliance within the and by the HOD and the office; Be the face of the Head of Department.
<u>ENQUIRIES</u>	:	Ms M York Tel No: (021) 483 0025
<u>POST 04/277</u>	:	<u>ADMINISTRATIVE OFFICER: HS PROJECT ADMINISTRATION REF NO: DOI 13/2026</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or similar field; A minimum of 1 year working experience in housing project administration environment or similar; 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: Understanding of drafting a submission; National Housing Code and Public Finance Management Act; Housing Act, Western Cape Housing Development Act. Skills in the following: Advance Computer Literacy (MS Word, MS Excel, MSOffice and MS PowerPoint); Written and verbal communication skills; Financial management; Interpret and apply policies and procedures; Presentation; Conflict management; Problem solving; Innovative and analytical thinker; Planning and organising; Database administration; Ability to work in a team.
<u>DUTIES</u>	:	Compile submissions on behalf of Local Authorities for consideration by the Department for IRDP, PHEP, UISP, SEF and Managed PHP applications. To promote, administer, facilitate and co-ordinate matters regarding project administration to Local Authorities/Developers and Beneficiaries; Attend to normal office duties and manage personnel matters of the component and Deputy Director; Supervise the timeous registration and uploading of all relevant project application documents on PCS and processing of project approval processes. Ensure the update of information of all internal spreadsheets of the BP; Human Resource Management.
<u>ENQUIRIES</u>	:	Mr I Ampo Tel No: (021) 483 2389
<u>POST 04/278</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE OF THE CFO REF NO: DOI 15/2026</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 1year relevant experience. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Procurement of goods and services. Skills needed: Ability to run and maintain a record management system; Do research and analyse documents and situations; Numeracy; Literacy; Computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	:	Rendering professional administrative support services to the office of the CFO; Supports the manager the manager with the registry services; Provide support to the manager regarding meetings and act as a secretariat as required; Analyse the relevant legislation and policies/prescripts to ensure compliance within the and by the CFO and the office; Be the face of the Head of Department.
<u>ENQUIRIES</u>	:	Ms M York Tel No: (021) 483 0025
<u>POST 04/279</u>	:	<u>PERSONAL ASSISTANT: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 49/2025 R1</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	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 certificate of completion should be provided); A minimum of 3 year's experience in rendering a support service to management/ senior management. Competencies: Working knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Compliance, Supply Chain Management or Governance environment. Skills in the following: Advanced computer skills (word processing and numerical); Verbal and written language skills; Planning and organising; Professional telephone and email etiquette; Assertiveness, tact and discretion; Conflict resolution, problem-solving and decision-making.
<u>DUTIES</u>	:	Provide secretarial and receptionist support to the manager by screening calls, addressing inquiries, and maintaining confidentiality, while referring stakeholders to the appropriate officials as needed; Ensure office equipment is functioning properly, manage office supplies and refreshments, safeguard and verify assets, and process invoices on time; Provide operational assistance by performing advanced typing, drafting reports, monitoring submission deadlines, and responding to stakeholder inquiries while collecting and

		compiling required information for the manager; Coordinate the senior manager's appointments, manage meeting logistics, record minutes, and track action items, while prioritizing meetings based on urgency and importance; Assist with administrative tasks such as managing leave requests, tracking employee records, coordinating procurement, and preparing documents for signatures and approvals, ensuring accuracy and completeness; Provide financial and budget management support by tracking expenditure, assisting with submissions, monitoring budget discrepancies, and recommending necessary budget adjustments; Ensure efficient document flow and compliance with policies, safeguard records, and compile reports, while ensuring that all information is processed in accordance with relevant legislation and policies and within required deadlines.
<u>ENQUIRIES</u>	:	Mr E Sawall Tel No: (021) 483 5053
<u>POST 04/280</u>	:	<u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO. DOI 53/2025 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R243 597 - R270 357 per annum, (Salary will be determined as per OSD prescripts).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC).Competencies: Working knowledge of the following: Maintaining diesel vehicles including earthmoving machines; Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.
<u>DUTIES</u>	:	Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.
<u>ENQUIRIES</u>	:	Mr J Jones Tel No: (021) 863 2020
<u>POST 04/281</u>	:	<u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: DOI 84/2025 R1 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R243 597 - R270 357 per annum, (Salary will be determined as per OSD prescripts).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC).Competencies: Working knowledge of the following: Maintaining diesel vehicles including earthmoving machines; Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mr. El-Nico Louw Tel No: (021) 959 7700
<u>POST 04/282</u>	:	<u>MAINTENANCE (CAPE WINELANDS) REF NO: DOI 06/2026</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 certificate (equivalent or higher qualification); A minimum of 6 years relevant experience; A valid code EC driving license with a professional driving permit (PDP). Competencies: Knowledge of the following: Safety precautions pertaining to the transporting of abnormal loads; Use, loading and transporting of road construction equipment; Uses of safety equipment; Basic mechanical

		<p>maintenance of the Transporter Knowledge of abnormal load permits; Operating minor and large construction machines Operating of construction related machines Planning, Organising and coordination of Transporter activities; Professional driving skills; Good planning and problem solving skills; Communication skills (verbal and written); Computer Literacy (MS Suite) and Report writing skills; Supervisory skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work in a team; Self-motivated.</p>
<u>DUTIES</u>	:	Transportation of road construction machinery and equipment with Transporter; Ensure load on Transporter is legally compliant according to the permit and check validity of transport permit; Load and secure road construction equipment; Check Transporter for roadworthiness; Check safety equipment; Complete logs for Transporter; Clean and daily maintenance on Transporter; Test road construction equipment at workshop.
<u>ENQUIRIES</u>	:	Mr A Koopman Tel No: (021) 863 2020
<u>POST 04/283</u>	:	<u>ADMINISTRATION CLERK: HS SUBSIDY ADMINISTRATION REF NO: DOI 14/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Working experience in an administrative environment; Relevant system (database) related experience; Working knowledge of the Housing Act/Housing Code. Housing Subsidy System; Housing Act; Housing Code; Employment Equity Act; National Databank; Deeds Registry; Population Registry; Database administration. Skills needed: Computer literacy; Problem solving; Numeracy; Organising; Interpersonal relations; Report writing; Communication skills (written and verbal); Ability to interpret and apply policies; Innovative thinking; Self-motivated and a team player.
<u>DUTIES</u>	:	Timeous and accurate processing of housing subsidy applications: Record all new subsidy application received electronically and manually; Check that applicant adhere to qualifying criteria as well as to allocation policy; Core house inspections; Compile a list of all consolidation application forms received for core house inspection; Rendering an effective liaison service to all role players.
<u>ENQUIRIES</u>	:	Godfrey.cloete@westerncape.gov.za.
<u>POST 04/284</u>	:	<u>ROAD WORKER SUPERVISOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (REGRAVEL) REF NO: DOI 03/2026 (X2 POSTS IN PAARL)</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 10 (equivalent or higher qualification); A minimum of 3years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP).Competencies: Good understanding of the following: Proven competency on Construction and Specialised Maintenance Machinery, i.e.: Grader, Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader; Construction, maintenance and repair of roads maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<u>DUTIES</u>	:	Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post; Civil construction activities; Operating general minor and large construction machines and hand tools; Management and Supervision of staff.
<u>ENQUIRIES</u>	:	Mr A Koopman Tel No: (021) 863 2020

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** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 04/285** : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CDW MANAGEMENT: REGION B REF NO: LG 03/2026 (X2 POSTS IN WEST COAST)**
- SALARY** : R397 116 - R467 790 per annum (Level 08)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience as community development worker; 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: Voluntary work to the benefit of the community; Relevant legislation/policies/prescripts and procedures; Applicable policies and service delivery orientation; Cognisant of the regulatory and compliance framework; Dynamics, culture and language of the target community; Government operations and procedures. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Literacy and numeracy; Presentation; Influencing; Motivation and analysing skills.
- DUTIES** : Develop the local work programme taking into account the National, Provincial and Municipal Programmes Competency; Liaise between Regional Manager, Municipalities as well as Government Departments (Provincial and National); Reporting and information management; Stay abreast on all services rendered by government and the processes and mechanisms to access the services; Supervise community development worker teams; Supervision of staff.
- ENQUIRIES** : Mr M Bell Tel No: (021) 483 3039

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** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online

application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 04/286 : **DEPUTY DIRECTOR: CORPORATE SERVICES RELATIONS**
MANAGEMENT REF NO: WCMD 01/2026

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
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 middle management experience in a People Management and Human Rights or related 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: Business and organisation structure of the Western Cape Mobility Department; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Departmental operational management systems, processes and procedures; Business and organisation structure of the CSC; CSC-service level agreement and CSC service schedules in terms of which the working relationship with the CSC is managed; Corporate governance requirements, with reference to prescribed plans and committees in as far as they relate to the work of the CSC; People Management acts, policies, strategies, frameworks, directives, regulations, collective agreements, codes; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Instructions (promote the departmental objective/goal of gender-responsive budgeting to bring gender mainstreaming to public finances, which eventually results in gender-responsive budgets); Implementation and facilitation of departmental responsibilities related to human rights, focusing on priority groups such as women, persons with disabilities, youth, children, older persons and gender equality; South Africa's National Policy Framework for Woman's Empowerment and Gender Equality; Gender Equality Strategic Framework for the Public Service; WCG Human Rights Mainstreaming Approach Framework; White Paper on the Rights of Persons with Disabilities; DPSA Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service; Experience with the compilation of a Departmental Job Access Strategic Framework (JASF) plan and report; Experience with the compilation of a Departmental Gender Equality Strategic Framework (GESF) plan and report; Experience to obtain and to provide disaggregated data and required information of the priority groups to the DPSA, the CSC and other relevant institutions; experience regarding the compilation of Departmental and DPSA Human Rights Mainstreaming plans, progress reports, etc. applicable to the priority groups such as woman, persons with disabilities, youth, children and older persons. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Managerial; Leadership; Analytical thinking; Strategic Thinking; Policy Implementation (Impact on system); Conflict Resolution; Monitoring, Evaluation and Reporting; Facilitation and Presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision making; Innovation; Interpersonal; Basic Research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Monitor, assess and report to the Head of Department on the service delivery of the Department of the Premier to the Department in terms of the CSC-service level agreement; Coordinate departmental operational service delivery obligations as required by the CSC-service level agreement; Facilitate periodic internal review of the CSC-service level agreement to ensure that the Department's service delivery requirements are met; Oversee the implementation and facilitation of departmental responsibilities related to human rights, focusing on priority groups such as women, persons with disabilities, youth, children, older persons, and gender equality; Plan and

		manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms TL Singh Tel No: (021) 483 5519
<u>POST 04/287</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RIGHTS: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: WCMD 02/2026</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 year's experience in a human rights or related 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: Experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on human rights, gender equality, disability, youth, and employment equity issues; Employment Equity Act, 1998; Promotion of Equality and Prevention of Unfair Discrimination Act, 2000; Protection of Personal Information Act, 2013; Promotion of Access to Information Act, 2000; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Instructions (promote the departmental objective/goal of gender-responsive budgeting to bring gender mainstreaming to public finances, which eventually results in gender-responsive budgets, etc.); South Africa's National Policy Framework for Woman's Empowerment and Gender Equality; Gender Equality Strategic Framework for the Public Service; WCG Human Rights Mainstreaming Approach Framework; White Paper on the Rights of Persons with Disabilities; National Strategic Framework on Reasonable Accommodation for Persons with Disabilities; DPSA Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service; Experience with the compilation and implementation of departmental human rights strategic frameworks departmental action plans, departmental human rights mainstreaming implementation reports; Project management; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Written and Verbal Communication; Planning and Organising; Research, including the ability to analyse and interpret information; Report-writing; Presentation.
<u>DUTIES</u>	:	Facilitate and render support for the integration and mainstreaming of human rights policy principles and requirements applicable to priority groups (Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender) into all departmental strategic frameworks, policies, programs, plans and reports; Facilitate and coordinate the monitoring and evaluation of departmental performance applicable to Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender programmes in the Department; Reporting on human rights issues; Facilitate and coordinate Sexual Harassment issues in the Department; Managerial/ Supervisory functions.
<u>ENQUIRIES</u>	:	Mr J Robberts Tel No: (021) 483 4385.
<u>POST 04/288</u>	:	<u>REGISTRY CLERK: DOCUMENT MANAGEMENT (ATHLONE) REF NO: WCMD 73/2025 R1</u>
<u>SALARY</u>	:	R228 321- R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	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: Registry duties, practices as well as the ability to capture data and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry. Skills needed: Computer; Planning and organising; Good verbal and written Communication; Numeracy; Literacy.
<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service both manually and electronically; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal and

rendering a scanning service at the Walk-in-Centre; It will be advantageous to have experience in a registry support working environment.

ENQUIRIES : Mr S Ahmed Tel No: (021) 483 0283

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 02 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 04/289 : **DEPUTY DIRECTOR: REGULATORY RISK ADVICE REF NO: POCS 01/2026**
(3-Year Contract Position)

SALARY : R1 059 105 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : An appropriate 4 year LLB Degree at NQF level 8 (or higher qualification); A minimum of 8 years proven post graduate experience in a legal environment; A valid Code B (or higher) driving license. Competencies: Knowledge of the following: Criminal court procedures; Research principles and procedures; Drafting and publishing legislation and regulations; Legislative and regulatory requirements, policies and standards (South African Constitutional Law and comparative systems, Administrative law, Interpretation of Statutes, Criminal Procedures, Law of Evidence); Public management and administration; Public policy; Stakeholder Management; Relationship Management. Skills in the following: Numeracy; Computer Literacy; Language skills; Writing skills; Project Management; Legal Administration.

DUTIES : Legislative Drafting and Regulatory Compliance: Prepare and review draft regulations, amendments, and legal documentation in collaboration with Legal Services (e.g. Western Cape Community Safety Act); Regulatory and Legislative Advisory Services: Monitor developments in legislation and policy to update the Department on changes impacting regulatory requirements; Provide opinions based on law and court findings: Analyse legal issues and court rulings to develop clear, well-reasoned opinions; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Project Management.

ENQUIRIES : Ms A Dissel Tel No: (021) 483 6548

POST 04/290 : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: POCS 01/2025 R1**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 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: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

DUTIES : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

ENQUIRIES : Dr J Magakwe at 073 218 1823

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 : 02 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 04/291 : **ASSISTANT DIRECTOR (FORENSIC CONSULTANT): FORENSIC INVESTIGATIONS REF NO: DOTP 90/2026 (X2 POSTS)**

SALARY : R468 459 - R 561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics or equivalent qualification; A minimum of 3 year's experience in performing queries and analysis to identify anomalies or inconsistencies within data sets in a forensics or internal audit environment. Competencies: Knowledge of the following: Legislation and regulations applicable to National, Provincial and Local government; Policies and procedures relating to Provincial and Local government; Fact-finding techniques and investigative procedures applicable to forensic audits/investigations; ACL, MS Excel, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analysis and visualization of large datasets to draw appropriate conclusions. Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Ability to work independently and as part of a team; Data analysis abilities; Experience in investigation of fraud, theft and corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP); Experience in data analytics; 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.
<u>DUTIES</u>	: Planning and execution of forensic investigations; Conducting investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Effective communication and feedback on progress related matters in line with the investigation plan; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Drafting factual forensic reports containing appropriate findings and recommendations and the follow-up of recommendations; Testifying in disciplinary hearings and in criminal trials; Performing fraud prevention and detection functions; Developing and maintaining professional relationships with all stakeholders.
<u>ENQUIRIES</u>	: Ms P Thaba Tel No: (021) 483 4701
<u>POST 04/292</u>	: <u>HUMAN RESOURCE DEVELOPMENT CLERK: INTERNSHIPS, BURSARIES AND LEARNERSHIPS REF NO: DOTP 02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 - R268 950 per annum (Level 05) : Department of the Premier, Western Cape Government : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education. Skills needed: Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and organisation; Ability to analyse and conceptualise; Experience in administrative and clerical work in HRD environment; Experience in the Bursary administration environment; Experience in the Internship and Learnership environment.
<u>DUTIES</u>	: Render clerical support with the implementation of Youth Development Programmes (e.g. Internships and Learnerships); Render clerical support with the bursary advertisement and awarding process; Render clerical support with bursary contract management, payments and clearance certificate processes; Render clerical support with Recognition of Improved Qualifications (RIQ) applications; Update relevant databases and files and support reporting and document review processes; Render general clerical support services within the component.
<u>ENQUIRIES</u>	: Ms A Bredenhann Tel No: (021) 483 9456 / Ms B Kirkwood Tel No: (021) 483 2024

DEPARTMENT OF PROVINCIAL TREASURY

<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>	: 02 March 2026
<u>NOTE</u>	: Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 04/293 : **CHIEF ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 02/2026**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting; A minimum of 3 years relevant Accounting and Junior Managerial 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: PFMA – Public Finance Management Act and GRAP – General Recognized Accounting Practice; National Treasury Regulations; 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; Working experience of project management; Post graduate qualification in accounting. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Accounting, Finance and Audit; Problem solving; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Policy formulation (Norms & Standards); Conflict resolution; Monitoring, evaluation and reporting writing; Presentation; Problem solving; Research.

DUTIES : Manage the support provided to departments and entities on the application of accounting frameworks; Monitor, evaluate and report on compliance with accounting norms and standards, financial reporting guidelines applicable to provincial departments and entities; Manage the compilation, consolidation and tabling of the Annual Consolidated Financial Statements (ACFS); Facilitate training and development regarding accounting standards and compilation of financial statements; Plan and manage the work of and account for the overall performance of the Sub directorate and People Management; Financial Management.

ENQUIRIES : Ms T Mfama Tel No: (021) 483 9081

POST 04/294 : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 01/2026 (X2 POSTS)**

SALARY : R468 459 - R561 894 per annum (Level 09).
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management, financial management, Commerce or Law; A minimum 3 years experience in Supply Chain Management within a Local Government or Strategic Sourcing 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 of the following: Data Analysis; Project Management; Accounting and Finance; People Management; Policy Analysis against legislation; Local Government Supply Chain Management environment; Operational procurement in the public sector using different sourcing methods; Evidence of critical analysis of procurement information; Strong data analytics capabilities; Aptitude for process automation, digitization and innovation; Written and verbal communication skills.

DUTIES : Assess municipal supply chain and asset management policies to determine and monitor compliance with applicable statutory requirements, while assisting municipalities with related opinions and guidance and reporting on related statistics; Design and implement supply chain and asset management training Interventions to develop skills and capacity within municipalities; Participate in, coordinate and facilitate discussion platforms for knowledge and information sharing at relevant forums, focus groups and workshops; Identify, develop and perform strategic procurement initiatives applicable to municipalities in liaison with a range of provincial stakeholders, using various procurement methods; Assess and provide comments to suppliers, complainants and municipalities regarding suppliers grievances and/or appeals against tender processes and the SCM system within municipalities; Perform analysis and participate in budget and governance review processes regarding SCM and AM in municipalities through various provincially integrated municipal engagements;

		Develop, promote and participate in a municipal supplier development programme in liaison with the Department of Economic Development and Tourism.
<u>ENQUIRIES</u>	:	Ms S Roy Tel No: (021) 483 6380
<u>POST 04/295</u>	:	<u>CASH FLOW AND INVESTMENT ANALYST: PROVINCIAL GOVERNMENT</u> <u>CASH MANAGEMENT REF NO: PT 03/2026</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in Banking, Finance, Cash Flow or Investments; 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: Public Sector Finance; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions, Division of Revenue Act); Financial management systems and its structures; Basic Accounting System (BAS); PERSAL; LOGIS; Vulindlela; The following skills: Budgeting, Ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research, project management, financial management, statistical analysis, work standards/attention to detail; Written and verbal communication skills; Proven computer literacy.; Working knowledge of the following: Basic Accounting System (BAS); Public Sector Finance.
<u>DUTIES</u>	:	Cash Flow Management and Administration; Investment Portfolio and Reserve Fund Management; Financial Reporting and Annual Financial Statements; Banking Services and System Administration; Policy Development, Technical Support and Special Projects; Administer cash flow for the Provincial Revenue Fund by ensuring effective cash funding to meet the relevant departments cash flow requirements in line with payment schedule and planning schedules; Administer the investment portfolio by optimising/maximizing capital accumulation and reporting; Administer and offering bank services such as opening accounts, identifying users, ACB accounts, implementing and training on the bank system and advice on banking system for all departments in the Western Cape Province; Verifying financial templates to account for the Provincial Revenue Fund (PRF) and formulas, preparing work papers and assisting with the compilation/consolidation of Annual Financial Statements for auditing by the AG; Verifying and update the BAS system with the relevant information; Reconciliation and clearing interfaces of the BAS system; To provide draft reports (weekly, monthly, quarterly) to management to achieve all performance objectives in accordance with the annual performance plan and personal performance plan.
<u>ENQUIRIES</u>	:	Ms C Du Plooy Tel No: (021) 483 8919
<u>POST 04/296</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 04/2026</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in financial management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions and other financial policies, prescripts, directives and collective agreements; Public service accounting procedures, processes and systems; Performance management in general. Skills needed: Accounting and Financial management skills; Written and verbal communication; Proven computer literacy; People management.
<u>DUTIES</u>	:	Monitoring and compiling financial reporting, including Interim Financial Statements and Annual Financial Statements; Collection and recording of revenue (banking and cashier functions); Management of the payment of Compensation of Employees (COE), goods and services and transfers and subsidies; Operationalise the debt management function; Conduct required system maintenance (Basic Accounting System) and monitor and perform month/year-end closure on the system in compliance with guidelines; People Management.

<u>ENQUIRIES</u>	:	Ms T Daniels Tel No: (021) 483-3023
<u>POST 04/297</u>	:	<u>ASSISTANT DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE REF NO: PT 11/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09)
	:	Provincial Treasury, Western Cape Government
	:	An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting; A minimum of 3 years experience in an Accounting or Financial Management environment. Competencies: Knowledge of the following: Budget process and procedures; Implementation of mSCOA in municipalities; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial). Skills needed: Written and verbal communication; Report writing; Strategic planning; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; 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>DUTIES</u>	:	Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits; Experience in the following: Budget analysis and co-ordination; Finance department in Public Sector; Financial background specifically in Local Government; Must be willing to travel locally on a regular basis.
<u>ENQUIRIES</u>	:	Ms Z Hans Tel No: (021) 483 3845
<u>POST 04/298</u>	:	<u>ASSISTANT DIRECTOR: MOVEABLE ASSET MANAGEMENT REF NO: PT 21/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09)
	:	Provincial Treasury, Western Cape Government
	:	An appropriate 3 year B-Degree/Advanced Diploma (equivalent qualification or higher) in Financial Management, Accounting or Commerce; A minimum of 3 years experience in asset and inventory management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector asset management legislation, policies and procedures; public sector accounting conventions for asset management; Implications of the modified cash basis of accounting on asset management activities and financial disclosure; Classification, recognition and disclosure of assets; Generally recognised accounting practices (GRAP) compliant asset management requirements; Policy analysis and experience in research and utilising different research methodologies; Research and Reporting procedures; Financial, SCM and Project Management; Proven knowledge on public sector asset management legislation, policies and procedures; Experience at monitoring compliance to asset management requirements in the public sector; Drafting policies, guides and standard operating procedures for asset management. Skills needed: Analysing; Planning and Organising; Deciding and Initiating Action; Relating and Networking; Delivering Results and Meeting Customer Expectations; Written and verbal communication.
<u>DUTIES</u>	:	Policy Development, Governance and Compliance Oversight; Monitoring, Evaluation and Support to Departments and Public Entities or other clients; Financial Management and Reporting; Capacity Development, Knowledge Sharing and Continuous Improvement.
<u>ENQUIRIES</u>	:	Ms L Cupido at lee-anne.cupido@westerncape.gov.za
<u>POST 04/299</u>	:	<u>MANAGEMENT STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: PT 15/2025 R1</u>
<u>SALARY CENTRE</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Provincial Treasury, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1 year experience in a management accounting working environment. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines, etc. such as Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Division of Revenue Act (DORA), financial delegations and best practice in the Public Sector; Budget administration, process and procedures - Medium Term Expenditure Framework Budget and adjustment budget; Revenue and expenditure control, and management accounting processes. Skills needed: Analytical; Information Technology; Written and verbal communication.
<u>DUTIES</u>	:	Provide assistance with the compilation of the budget; Provide assistance with the monitoring of revenue and expenditure; Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes; Regulatory, policy, governance frameworks and operational advice; It will be advantageous to have the following: Financial background in Public Sector Finance; Working knowledge of budget policies, practices, prescripts/circulars, legislation and guidelines from National/Provincial Treasury.
<u>ENQUIRIES</u>	:	Ms N Lodewyk Tel No: (021) 483 8188

DEPARTMENT OF SOCIAL DEVELOPMENT

<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>	:	02 March 2026
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16:00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 04/300</u>	:	<u>SOCIAL WORK MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT (DE NOVO) REF NO: DSD 01/2026</u>
<u>SALARY</u>	:	Grade 1: R970 686 - R1 109 877 per annum, (as prescribed by OSD) Grade 2: R1 154 706 – R1 360 185 per annum, (as prescribed by OSD)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid 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: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Experience within the NPO CYCC environment. The following skills: Organising and planning; Project planning; Psychosocial intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

<u>DUTIES</u>	:	Provide a Social Welfare service within the Child and Youth Care Sector of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable children within a Child and Youth Care environment individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare research is undertaken. Undertake complex social welfare research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.
<u>ENQUIRIES</u>	:	Ms L Goosen Tel No: (021) 483 9394
<u>POST 04/301</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING REF NO: DSD 02/2026</u>
<u>SALARY</u>	:	R397 116 - R 467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year experience in a financial accounting environment. Competencies: Proven Knowledge in the following: Legislation, regulatory frameworks and policies; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; National Treasury Regulations (NTR); Division of Revenue (DORA); Basic Accounting System (BAS); Logistical Information System LOGIS; Compilation of financial statements in terms of the Modified Cash Standards (MCS); Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Accounting, Finance and Audit, communication (written and verbal).
<u>DUTIES</u>	:	Provide effective and efficient expenditure and payment services; Control and supervise the accounting system for transfer payments and subsidies to ensure efficiency and effectiveness; Render effective and efficient Sundry (BAS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Provide bookkeeping and financial accounting services; Provide salary administration and debt management services; Provide banking and cash management services; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms D Holley Tel No: (021) 483 4276
<u>POST 04/302</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (CERDERBERG) REF NO: DSD 04/2026</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed) Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed) Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers;

Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; A valid (Code B or higher) driving licence.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Mr S Loliwe Tel No: (022) 713 2272

POST 04/303 : **SOCIAL WORKER: SOCIAL RELIEF REF NO: DSD 06/2026**

SALARY : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to

mentor and coach Social Workers Grade 1; 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

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES

: Mr L Arnolds Tel No: (021) 483 6657