

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 19 OF 2025**  
**DATE ISSUED 06 JUNE 2025**

### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

### **AMENDMENTS**

**GOVERNMENT PRINTING WORKS:** Kindly take note of the amended e-mail address for the post of Internal Auditor (Regulatory Audit) with Ref No: GPW 25/54 (X2 Posts), Branch Office of the CEO, advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with a closing date of 09 June 2025. E-mail: [recruit202540@gpw.gov.za](mailto:recruit202540@gpw.gov.za). The closing date is extended to 24 June 2025.

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly be informed that the positions advertised on Public Service Vacancy Circular 17 dated 23 May 2025 with the closing date of 06 June 2025 will be extended to the 20 June 2025. The position of Deputy Director-General: Corporate Services with Ref No: 2025/21 will remain with the Closing Date of 06 June 2025. We apologise for any inconvenience caused.

**DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the department placed adverts in the Public Service Vacancy Circular 18 dated 20 May 2025. The directions/instructions for applicants have been amended as follows: Please forward your

application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Senior Legal Administration Officer- e-recruit.SLO@dsd.gov.za Social Work Policy Manager Grade 1- e-recruit.SWPM@dsd.gov.za Legal Administration Officer- e-recruit.LAM@dsd.gov.za Social Work Policy Developer- e-recruit.SWPW@dsd.gov.za Closing date: 13 June 2025 **PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE:** kindly take note of the following amendments to the posts published in Public Service Vacancy Circular 18 dated 30 May 2025: For the post of Architect with Ref No: S.4/3/1/05: correct salary notch should read as R761 157 per annum. The post of Road Worker: Road Maintenance with Ref No: S.4/3/10/31: correct salary notch should read as R163 680 per annum. The following post of Administration Officer: Acquisition with Ref No: S.4/3/9/82 has been withdrawn.

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## CENTRE FOR PUBLIC SERVICE INNOVATION

**APPLICATIONS**

- : Applications should be e-mailed to [Recruitment@cpsi.co.za](mailto:Recruitment@cpsi.co.za) (this email address is ONLY for the CPSI applications) and the subject of your email should read ASD: System Developer Ref No: 0002/2025. Only one email per applicant. Word documents are not allowed. Applications received after the closing date and faxed will not be considered. CPSI reserves the right not to fill the above-mentioned posts, withdraw or to put a position on hold and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.

**CLOSING DATE**  
**APPLICATIONS**

- : 23 June 23h59
- : The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI is a solution-focused effective and efficient public sector government component playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions – Providing the Minister (and her portfolio organisations) with independent, diverse and forward-looking advice and research, as well as partnerships that enhance Public Service transformation and reform. Creating an enabling environment that nurtures, supports and encourages innovation within the structures and agencies of the South African Government, initiating, implementing and managing self-sustainable innovation projects in partnership with the private sector and other relevant stakeholders, implementing special projects that are mandated by the Minister from time to time. It is the intention to promote re-presentatively in the CPSI through the filling of this position. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applications using the incorrect application form (old Z83) will not be considered. Each application for employment form (Z83) must be fully completed (Sections A, B, C & D are compulsory and sections E, F, and G are not compulsory if the CV is attached), signed, and initialled by the applicant. Under reference make sure the following are included telephone numbers, email addresses and relationship. Failure by the applicant to fully complete, sign, and initial the application form may lead to disqualification of the application during the selection process. The application must indicate the correct job title and the department where the position is advertised. An application form must be accompanied by a fully detailed CV only. The Z83 and the CV must be one document in a form of PDF. By submitting your application, it also means you consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates will be subjected to (1) a practical exercise, (2) Integrity (Ethical Conduct), and (3) will be subjected to personnel suitability checks on criminal records, citizenship or permanent residency verification, financial records, and qualification /study verification, and applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. 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. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for shortlisted and successful candidates.

## OTHER POST

<b><u>POST 19/01</u></b>	:	<b><u>SYSTEM DEVELOPER REF NO: 0002/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Recognized 3-4-year National Diploma or B-Degree in Information Technology / Software Development / Multimedia Development or related equivalent to NQF level 6 coupled with 3 years' experience in system development; Knowledge of Public Service Policy and Regulatory Framework and other relevant regulations regarding IT; Sound knowledge of system development as well as programming; experience working with SQL, HTML, PHP, VB, C#, .Net.
<b><u>DUTIES</u></b>	:	Develop desktop and web-based systems. Manage all system acquisition (in-house and outsourced systems) within the Department. Conduct user training and system documentation. Advise on system development and initiatives. Perform system administration functions (system updates, security, etc.) Administer and co-ordinate the user acceptance testing, functional system testing with main users of the system and business owners. Analyze and model process and data requirements for the purpose of user requirement specification and functional system design. Co-ordinate and facilitate the compilation of user requirements for business systems. Collect and analyze business processes. Develop process diagrams and flowcharts for systems to be developed. Personal Profile: System Developer who can set and meet deadlines. Must have strong people skills and ability to set and meet deadlines. Demonstrate sound work ethics and should be honest, respectful and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information and good verbal and written communication skills. Ability to communicate with external and internal partners. Good interpersonal skills, presentation skills, coordination skills computer and writing skills.
<b><u>ENQUIRIES</u></b>	:	Human Resource Tel No: (012) 683 2817/00

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 23 June 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 19/02** : **CHIEF ENGINEER GRADE AWEAPONS SYSTEMS: SECTION HEAD REF NO: NAVAL/18/19/25/01**
- SALARY** : R1 266 450 - R1 446 921 per annum
- CENTRE** : Fleet Command HQ: Naval Engineering Services, Simon's Town
- REQUIREMENTS** : Engineering Degree (B Eng / BSC (Eng) or relevant qualification. 6 years post qualification experience required as a Registered Professional Engineer. Valid Driver's License. Proven post graduate experience in a marine design environment will be an advantage. Special requirements (Skills needed): Verbal and written communication skills, presentation skills, interviewing skills, research skills, negotiation skills, strong interpersonal relations skills, resource management skills, personnel moderating skills and problem solving skills are essential. Knowledge of Prescripts and Policy Documents, Procedures and Processes, Compiling of EC Work Package, EC Procedure, Test and Trial procedures, Integrated Logistic Support Plans (OSBL's) and System Engineering and Quality Assurance is essential. Proven ability to compile and present technical reports in English. Demonstrated proficiency in MS Office suite would be advantageous. Project management experience. Ability to draft, read and understand technical drawings and documents. Research and development. Creating a high performance culture. Conflict Management. Financial Management. Engineering, Legal and operational compliance.

<b><u>DUTIES</u></b>	:	Generating of Weapons Systems Engineering instructions and advice. Generating of concept and system designs. Providing a Weapons Systems Engineering acceptance service. Generating of Weapons Systems Engineering design standards. Ensuring of Weapons Systems Engineering equipment standardization. Providing of project/task management services. Managing the Weapons Systems Engineering Sub-Section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/03</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEFENCE STRATEGY REF NO: DPSP/16/17/25</u></b> Defence Policy, Strategy & Planning Division Chief Directorate Strategic Management (Directorate Strategy and Plan)
<b><u>SALARY CENTRE</u></b>	:	R582 444 – R686 091 per annum (Level 10)
	:	Defence Headquarters, Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria.
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) or equivalent and Bachelor's Degree/Advanced Diploma (NQF Level 7) qualification related to management science and strategic studies. A minimum of three (3) years relevant work experience in strategic management environment. Special requirements (Skills needed): Understanding and interpretation of relevant Regulatory Frameworks and Policies. Sound understanding of strategy development, implementation, monitoring and evaluation. Excellent research, analytical, report writing (preferably Conventions of Service Writing), communication and project management skills. Excellent end user computer skills in MS Word, MS Excel, MS PowerPoint. Must be able to function under pressure and against deadlines. Must be able to comply with the security clearance processes of the Department of Defence.
<b><u>DUTIES</u></b>	:	Assist in compiling the Department of Defence (DOD) Strategising policy. Update and align DOD Strategising Functional Guidelines to National and Departmental Imperatives. Provide the Strategic DOD Mandate through evaluation of the external and internal environment of the DOD. Provide and manage DOD Business Strategy. Coordinate and attending strategising forums. Provide assistance in the internal management of the sub-directorate. Assist with the DOD Environmental Scan, which encapsulate the identification and management of strategic issues in the department. Assist with the development of departmental policies, strategies and plans which entails conducting research into best practices or benchmarking in respect of specific strategic issues that impact the DOD.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P. Ramsing Tel No: (012) 355-5967
	:	Department of Defence, Defence Policy Strategy and Planning, Director Strategy and Planning, Private Bag X910, Pretoria, 0001 or may be hand delivered to Defence Headquarters (Reception), Armscor Building, Corner of Nossob and Boeing Streets, Erasmuskloof, Pretoria 0001 or email to <a href="mailto:Pragasen.Ramsing@dod.mil.za">Pragasen.Ramsing@dod.mil.za</a>
<b><u>NOTE</u></b>	:	Applicants will be expected to undergo a competency test that may entail the development of a report and presentation, as part of the interview. Candidates whose appointment will assist in achieving its Employment Equity in terms of the Division's and Directorate's Employment Equity Plan will receive preference. African Males, Coloured Females and Males are thus encouraged to apply.
<b><u>POST 19/04</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A ELECTRONIC MAINTENANCE: IC SECTION REF NO: NAVAL/18/19/25/02</u></b>
<b><u>SALARY CENTRE</u></b>	:	R551 493 - R631 056 per annum
<b><u>REQUIREMENTS</u></b>	:	Fleet Command HQ: Naval Communications Centre CT, Silvermine, Tokai National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Knowledge of HF Radio Telecommunications Practical and Theory, Fault finding procedures, Soldering techniques, usage of tools and general test equipment. To be able to read and understand Technical manuals

and circuit diagrams as an aid to fault finding. Ability to fault find to component level and effect repair. Leadership-, supervision-, and management skills. Planning and organising skills and be able to perform problem solving and analysis. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages and computer-aided engineering packages. Knowledge of Project management. Knowledge of legal compliance.

**DUTIES** : Controlling maintenance and repair work on all equipment within the communication system, general electrics and support systems. To carry out the duties of Divisional Officer for civilian and uniform staff. Co-ordinate the installation, refurbishment and disposal of equipment and handbooks. To arrange and supervise all training aspects of technical personnel. Controlling safety and security of personnel, equipment and documentation. Annual budgeting and stores (Internal demands and outside purchasing).

**ENQUIRIES** : WO1 A.E. Joseph Tel No: (021) 787 2441  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**NOTE** : Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician. NB: Own transport will be beneficial. Able to work in an underground location with mechanical air and lighting. Member will be required to work overtime (days, night and weekends).

**POST 19/05** : **CONTROL ENGINEERING TECHNICIAN GRADE A ENGINEERING:**  
**CONTROLLER REF NO: NAVAL/18/19/25/03**

**SALARY** : R551 493 - R631 056 per annum  
**CENTRE** : Fleet Command HQ: Naval Engineering Services, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Design Environment, Logistic Support Analysis or Logistic Plans development environment is essential. Experience in Logistic Plans development, experience in logistic support design, specification and verification, experience in logistic elements as contained in Support Baselines would be advantageous. Knowledge of Systems Engineering, Verbal and written communications skills, Analytical and problem solving skills and interpretation and analysis. Ability to read and understand technical drawings and documents is essential. Demonstrated proficiency in MS Office suite and computer aided engineering applications. Strong interpersonal and leadership skills. Ability to work under pressure and meet target dates. Technical consulting. Project Management. Knowledge of Legal Compliance. Report writing. Financial Management.

**DUTIES** : Participating in Logistic Support Analysis. Participating in Logistic Plans Development, Participating in Logistic Support design Specification and Verification, Supervising the development of Logistic support baselines for SAN systems and Supervising Logistic Engineering personnel.

**ENQUIRIES** : R Adm (JG) D.E. Hollis Tel No: (021) 787 3994  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**NOTE** : Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.

**POST 19/06** : **CONTROL ENGINEERING TECHNICIAN GRADE A MARINE**  
**ENGINEERING: CONTROL DESIGN TECHNICIAN REF NO:**  
**NAVAL/18/19/25/04**

**SALARY** : R551 493 - R631 056 per annum  
**CENTRE** : Fleet Command HQ: Naval Engineering Services, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Commercial shipyard / marine constructive design environment. Experience in a Marine / Mechanical drawing office in a Marine Engineering / Naval Architectural discipline is essential. Knowledge of Class and IMO rules and regulations for surface vessels is essential. Knowledge of naval surface vessel rules and naval store's



		procurement practices would be advantageous. Knowledge of refit procedures would be advantageous. Knowledge of Procedures and Planning in a Design environment is essential. Report writing. Ability to compile and present technical reports. Proven problem solving skills and interpretation of analysis is essential. Demonstrated proficiency in AutoCad / Caddie and MS Office suite is essential. Proven strong interpersonal and leadership skills. Proven ability to work under pressure and meet target dates. Knowledge of Legal compliance. Financial Management. Technical design and analysis.
<b><u>DUTIES</u></b>	:	Supervising and leading the Constructive Section, of a Naval Design Office. Controlling the Constructive Acceptance and Trial functions of the Naval Design Office. Controlling the Constructive element of the Support Vessel Engineering Change (EC) and upgrade service. Controlling Constructive Projects, Tasks and Functions of the Naval Design Office. Managing and Organizing the Constructive Section of the Naval Design Office.
<b><u>ENQUIRIES</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/07</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A WEAPONS ELECTRONIC ENGINEERING: CONTROL DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/05</u></b>
<b><u>SALARY</u></b>	:	R551 493 - R631 056 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Commercial shipyard / marine constructive design environment will be an advantage. Experience in a Marine / Mechanical drawing office in a Marine Engineering / Naval Architectural discipline is essential. Knowledge of Class and IMO rules and regulations for surface vessels is essential. Knowledge of naval surface vessel rules and naval store's procurement practices would be advantageous. Knowledge of refit procedures would be advantageous. Knowledge of Procedures and Planning in a Design environment is essential. Ability to compile and present technical reports in English is essential. Proven problem solving skills and interpretation of analysis is essential. Demonstrated proficiency in AutoCad / Caddie and MS Office suite is essential. Proven strong interpersonal and leadership skills. Proven ability to work under pressure and meet target dates. Research and development. Technical consulting. Planning and organising skills. Customer focus and responsiveness. Knowledge of Legal compliance. Financial Management.
<b><u>DUTIES</u></b>	:	Supervising and leading the Constructive Section, of a Naval Design Office. Controlling the Constructive Acceptance and Trial functions of the Naval Design Office. Controlling the Constructive element of the Support Vessel Engineering Change (EC) and upgrade service. Controlling Constructive Projects, Tasks and Functions of the Naval Design Office. Managing and Organizing the Constructive Section of the Naval Design Office.
<b><u>ENQUIRIES</u></b>	:	Capt (SAN) M. Ncanana Tel No: (021) 787 4389
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/08</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A CONSTRUCTIVE: CONTROL DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/06</u></b>
<b><u>SALARY</u></b>	:	R551 493 - R631 056 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Commercial shipyard / marine constructive design environment. Experience in a Marine / Mechanical drawing office in a Marine Engineering / Naval Architectural discipline is essential.

		Knowledge of Class and IMO rules and regulations for surface vessels is essential. Knowledge of naval surface vessel rules and naval store's procurement practices would be advantageous. Knowledge of refit procedures would be advantageous. Knowledge of Procedures and Planning in a Design environment is essential. Ability to compile and present technical reports in English is essential. Proven problem solving skills and interpretation of analysis is essential. Demonstrated proficiency in AutoCad / Caddie and MS Office suite is essential. Proven strong interpersonal and leadership skills. Proven ability to work under pressure and meet target dates. Financial Management. Technical consulting. Knowledge of Legal Compliance. Research and Development.
<b><u>DUTIES</u></b>	:	Supervising and leading the Constructive Section, of a Naval Design Office. Controlling the Constructive Acceptance and Trial functions of the Naval Design Office. Controlling the Constructive element of the Support Vessel Engineering Change (EC) and upgrade service. Controlling Constructive Projects, Tasks and Functions of the Naval Design Office. Managing and Organizing the Constructive Section of the Naval Design Office.
<b><u>ENQUIRIES</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
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<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/09</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A TECHNICAL MATERIAL SERVICES: SECTION HEAD: REF NO: NAVAL/18/19/25/07</u></b>
<b><u>SALARY</u></b>	:	R551 493 - R631 056 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in an Engineering Specification field is essential. Knowledge of planning logistic support analysis is essential. Proven experience of co-coordinating and supervising engineering activities of subordinates and contractors would be advantageous. Knowledge of Specification Practices, Engineering and Support Baselines is essential. Proven experience of naval design work and developing logistic support plans. Ability to read and understand specifications, technical drawings and documents is essential. Demonstrated proficiency in MS Office suite. Strong interpersonal and leadership skills. Ability to work under pressure and meet target dates. Financial Management. Planning and organising. Knowledge of technical design. Project Management. Knowledge of Compliance. Research and Development. Report writing.
<b><u>DUTIES</u></b>	:	Providing a Technical Material Specification service. Providing an Technical Material Specification Plans development service. Providing a Technical Material Specification and verification service. Provide specialist service in the development of Technical Material Specification. Managing Technical Material Specification Personnel.
<b><u>ENQUIRIES</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/10</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A FACILITIES MANAGEMENT: MANAGER REF NO: NAVAL/18/19/25/08</u></b>
<b><u>SALARY</u></b>	:	R551 493 – R631 056 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town: Facilities Division
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 6 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Qualification in Civil Engineering field. Experience in Civil Engineering with Site and Contract Management would be an advantage. Knowledge of general building environment employment, commensurate with experience with the required above. Leadership-, supervision, and project management skills. Planning and organising skills and be able to perform problem solving and analysis. Strategic business planning facilitation skills.

		<p>Presentation skills utilizing supporting software. Ability to analyse and formulate feedback on policies. Ability to formulate strategies. Ability to translate strategic intent into operational frameworks. Ability to compile level three operational documents. Ability to apply project management principles. Ability to adapt to and manage the impact of unforeseen changes. Ability to coach and mentor subordinates. Ability to translate performance feedback into system improvement measures. Ability to present concepts and data to operational and strategic forums. Ability to compile business plans. Knowledge of Legal Compliance. Financial management. Technical report writing skills. Computer aided engineering applications. Technical consulting. Research and development skills.</p>
<b><u>DUTIES</u></b>	:	<p>Compiling and controlling Division Business Plan. To set measurement criteria for the Division. Analyse Performance Feedback against criteria. To evaluate Performance against set objectives and intervening variables. Institute corrective action/mechanisms. Compile Annual Performance Evaluation Report. Compile and Control the Division Budget. Represent the Division at relevant strategic forums.</p>
<b><u>ENQUIRIES</u></b>	:	Lt Cdr J.R. Labuschagne Tel No: (021) 787 5237 / 5242
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/11</u></b>	:	<b><u>CHIEF ARTISAN GRADE A MECHANICAL: SO1 MECHANICAL REF NO: NAVAL/18/19/25/09</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Technical Upkeep Section, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	<p>Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Project Management. Supervisor management. Contract management. Financial management. Extensive knowledge of Public Service and finance framework and relevant admin procedures, including norms and standards. Knowledge of legal compliance. Technical report writing, Technical consulting and self-management. Proficiency in MS Office packages, particularly Excel and Word. Proven advanced ability to communicate effectively (written &amp; verbal) in English at all levels. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Production process knowledge and skills. Change Management. Planning and organising skills.</p>
<b><u>DUTIES</u></b>	:	<p>Investigate and compile Statements of work or Specifications. Manage the availability of repairable equipment to SAN repair facility or Contractor. Verification of quotation. Monitor repairs undertaken by the SAN repair facility or Contractor. Carry out acceptance of repaired equipment. Ensure equipment is returned to the SAN unit or vessel. Verification of authority documentation. Carry out Class management duties for refits, DEDs and AMPs. Carry out mechanical equipment management for refits, DEDs and AMPs. Verification of Armscor Dockyard store request.</p>
<b><u>ENQUIRIES</u></b>	:	Lt (SAN) T.G. Moeleso Tel No: (021) 787 4379
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/12</u></b>	:	<b><u>CHIEF ARTISAN GRADE AELECTRONIC: SO1 ELECTRONIC REF NO: NAVAL/18/19/25/10</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Technical Upkeep Section, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	<p>Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Project Management, Supervisor management, Contract management, financial management. Extensive knowledge of Public Service and finance framework and relevant admin procedures, including norms and standards. Knowledge of legal compliance, Technical report writing, Technical consulting and self-management. Proficiency in MS Office</p>

		packages, particularly Excel and Word. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Production process knowledge and skills. Change Management. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Investigate and compile Statements of work or Specifications. Manage the availability of repairable equipment to SAN repair facility or Contractor. Verification of quotation. Monitor repairs undertaken by the SAN repair facility or Contractor. Carry out acceptance of repaired equipment. Ensure equipment is returned to the SAN unit or vessel. Verification of authority documentation. Carry out Class management duties for refits, DEDs and AMPs. Carry out mechanical equipment management for refits, DEDs and AMPs. Verification of Armscor Dockyard store request.
<b><u>ENQUIRIES</u></b>	:	Lt (SAN) T.G. Moeleso Tel No: (021) 787 4379
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/13</u></b>	:	<b><u>CHIEF ARTISAN GRADE A ISLAND MAINTENANCE SERVICES: IC ISL MAINT SERVS REF NO: NAVAL/18/19/25/11</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Mechanical Field. Knowledge of situations / matters that pose a safety hazards and the subsequent reporting of such to higher authority. Knowledge of the use of advanced tools which require specific detailed training and also be able to decide which tools must be used to execute a job. Knowledge of how to use advanced machinery with a higher level of complexity. Knowledge of how to plan for activities and resources needed, such as the planning and co-ordinating of own work and that of subordinate. Knowledge of basic HR Matters such as what resources and training are available, according to labour relations practices/guidelines. Assisting in general supervisory functions, maintaining discipline and motivating personnel, as well dealing with conflict, legal issues and negotiations. Basic knowledge required to operate a computer system including knowledge of word processing. Knowledge of Basic labour relations principals. Knowledge of specified torque's and settings. Ability to draw and submit computerised maintenance and technical data (OSIS). Ability to interpret technical drawings and information relating to his / her trade. Ability to apply prescripts and policy documents. Ability to motive subordinates and maintain basic discipline. Investigative and research skills. Ability to conduct interviews and compiling staff performance reports. Fault finding skills on diesel engines, refrigeration plants, pumps and associated equipment. Proficiency in spoken and written English at all levels. Technical report writing. Planning and organising. Project Management. Team work. Knowledge of Legal compliance. Computer aided technical applications. Production process knowledge and skills. Financial Management. Change Management. Problem solving and analysis. Computer skills. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Allocate tasks and oversee work performance. Interpret technical drawings and work dossiers. Order and control miscellaneous stores. Provide factual and technical data and advice, Manage the Section Island Maintenance Services. Maintain safe working environment. Managing advisory services.
<b><u>ENQUIRIES</u></b>	:	WO2 S.S. Mothulega. Tel No: (031) 480 6411
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>POST 19/14</u></b>	:	<b><u>CHIEF ARTISAN GRADE A PAINT SHOP: IC SECTION PAINT SHOP REF NO: NAVAL/18/19/25/12</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban

<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Previous painting experience would be an advantage. Ability to communicate effectively (verbal and written) in English at all levels. Technical report writing. Basic knowledge of Health and Safety. Knowledge of specific painting processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and painting equipment. Ability to operate spray gun machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform painting duties. Planning and organising skills. Project Management. Knowledge of Legal Compliance. Computer aided technical applications and skills. Production process knowledge and skills. Finance Management. Change Management. Problem solving. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Execute duties in compliance with the Code of Conduct and the Quality Assurance Manual. Allocate tasks to staff and ensure that they have the resources to execute their assignments. Ensure target dates are met. Bring forecasted over-runs to the attention of the Planning Section timeously. Ensure the effective and efficient management and distribution of all relevant Job Cards. Effectively monitor the proper execution of all job related tasks. Manage the effective execution of the Section's tasked work. Manage the execution of tasked Job Cards. Provide a supervised workshop facility to allow Section's personnel to carry out the repair and self-maintenance of their equipment. Manage the Paint Shop Service to maintain stores Inventory. Manage the section's administration commitments. Successful applicant can be expected to be a team player. Assist with the training of newly appointed cleaners and the introduction and use of equipment.
<b><u>ENQUIRIES</u></b>	:	WO2 T.G. Januarie. Tel No: (031) 480 6411
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>POST 19/15</u></b>	:	<b><u>CHIEF ARTISAN GRADE ADRAWING OFFICE: IC SECTION REF NO: NAVAL/18/19/25/13</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town: Facilities Division
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Mechanical/ Constructive / Electrical Trade Test. Detailing of design drawings. Writing of Specifications / Statements of Works. Report writing and Repair of investigations. A good knowledge of computer aided design. Excellent ability with detail design drawings. Project Management experience, Technical design and analysis knowledge. Knowledge of legal compliance. Technical report writing. Technical consulting. Ability to asses work unit performance data. Ability to assess performance data from a quantitative and qualitative perspective. Ability to deal with all emergency challenges which might arise during and after working hours. Ability to adjust to unforeseen changes and requirements. Ability to adapt to the procedures of a Design environment. Ability to perform Technical Calculations accurately. Proficiency in MS Office packages, particularly Excel. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking. Conducting research. Policy interpretation, problem-solving and decision-making skills. Leadership, Supervision, Management, Financial Management, team work and creative skills. Strong interpersonal skills.
<b><u>DUTIES</u></b>	:	Surveying of Sites. Preparation of Working Drawings. Updating "As Built" Drawings. Undertaking Drawing Office Duties. Undertake Team Leader duties in respect of the Drawing Office.
<b><u>ENQUIRIES</u></b>	:	Lt Cdr J.R. Labuschagne Tel No: (021) 787 5237 / 5242
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>

**POST 19/16** : **CHIEF ARTISAN GRADE A METALWORK: IC SECTION REF NO: NAVAL/18/19/25/14**

**SALARY CENTRE REQUIREMENTS** : R480 261 - R547 635 per annum  
 : Naval Base Simon's Town: Facilities Division  
 : Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Metalwork / Plumbing Workshop environment would be an advantage. At least 3 years' experience in a supervisory capacity. Ability to communicate effectively (written and verbal) in English at all levels. Ability to compile documentation. Technical Report writing. Project Management experience. Ability to work under pressure and meet target dates. Ability to Supervise. Planning, Organising and problem solving skills in the Metalwork / Plumbing environment. Knowledge of the Public Service Act. Advanced analytical thinking, interpersonal and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples, and templates. Ability to operate equipment and applicable machinery. Knowledge of safety standards. Adhering to all safety and quality regulations. Knowledge of legal compliance. Excellent time management skills. Financial Management, team work and creative ability skills.

**DUTIES** : Managing a variety of tasks wrt the Metalwork / Plumbing Workshop's workload and staff. Procuring of equipment and materials. Supervising subordinates which includes training and assessments. Administering Documentation.

**ENQUIRIES APPLICATIONS** : Lt Cdr J.R. Labuschange Tel No: (021) 787 5237/5242  
 : Ms A.M. Kau-Tsoanyane, SA Navy, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**POST 19/17** : **CHIEF ARTISAN GRADE A BUILDING MAINTENANCE: IC SECTION REF NO: NAVAL/18/19/25/15**

**SALARY CENTRE REQUIREMENTS** : R480 261 - R547 635 per annum  
 : Naval Base Simon's Town: Facilities Division  
 : Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Civil Trade Test. Ability to read design drawings. Writing of Specifications / Statements of Works. Report writing and Repair of investigations. Excellent ability to read and implement detail design drawings. Project Management experience, Technical design and analysis knowledge. Knowledge of legal compliance. Technical report writing. Technical consulting. Ability to assess work unit performance data. Ability to assess performance data from a quantitative and qualitative perspective. Ability to deal with all emergency challenges which might arise during and after working hours. Ability to adjust to unforeseen changes and requirements. Ability to adapt to the procedures of a Design environment. Ability to perform Technical Calculations accurately. Proficiency in MS Office packages, particularly Excel. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking. Conducting research. Policy interpretation, problem-solving and decision-making skills. Leadership, Supervision, Management, Financial Management, team work and creative skills. Strong interpersonal skills.

**DUTIES** : Surveying of Sites. Preparation and maintenance of building works / civil. Undertaking of Building Maintenance Duties. Undertake Team Leader duties in respect of the Building Maintenance.

**ENQUIRIES APPLICATIONS** : Lt Cdr J.R. Labuschange Tel No: (021) 787 5237 / 5242  
 : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**POST 19/18** : **CHIEF ARTISAN GRADE A MAINTENANCE MANAGEMENT: IC SECTION REF NO: NAVAL/18/19/25/16**

This post is being advertised internally and in the broader Public Service

**SALARY CENTRE** : R480 261 – R547 635 per annum  
 : Naval Base Simon's Town, Transport Depot, Dido Valley

<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Required to be qualified as a mechanical technician to conduct technical and mechanical repairs to compliance as per the PFMA. Trade test mechanical vehicle fitter in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organizations' (Vehicle Transport Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Computer skills. Project Management. Knowledge of computer aided technical applications. Technical report writing. Planning and organising, an problem solving skills. Technical consulting.
<b><u>DUTIES</u></b>	:	Manage the execution of vehicle maintenance, services and repairs. Manage vehicle recovery. Manage the vehicle workshop and personnel. Management of OHS requirements to tools and personnel. Responsible for administration of section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/19</u></b>	:	<b><u>CHIEF ARTISAN GRADE A ELECTRICAL: IC SECTION REF NO: NAVAL/18/19/25/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R480 261 - R547 635 per annum
	:	SA Naval Armament Depot, Simon's Town
	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in an Electrical Weapons Systems environment would be preferred. Ability to communicate effectively in English at all levels. Technical report writing. Project Management. Computer aided technical applications. Knowledge of Legal Compliance. Problem solving and analysis. Decision making skills. Change Management. Planning and organising skills. Knowledge of Production process and skills. Financial Management. Technical design and analysis knowledge.
<b><u>DUTIES</u></b>	:	Supervision of workshop personnel and their workload. Ensuring internal training. Administration tasks. Assisting in budget requirements and spending of budget allocation. Assisting in budget requirements and spending of budget allocation. Control of stores and spares. Job-card admin via Computer system (OSIS). Attend relevant meetings. Building manager duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/20</u></b>	:	<b><u>CHIEF ARTISAN GRADE A GENERAL WEAPONS WORKSHOP: WORKSHOP MANAGER REF NO: NAVAL/18/19/25/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R480 261 - R547 635 per annum
	:	SA Naval Armament Depot, Simon's Town
	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Computer aided technical applications. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Technical Report writing. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Project Management. Technical design and analysis knowledge. Knowledge of Legal Compliance. Production process knowledge and skills. Change Management. Planning and organising. Financial Management. Customer focus and responsiveness.

<b><u>DUTIES</u></b>	:	Responsible for administration duties for the section, training of sub-ordinates with the update and improvement of systems and equipment, managing of quality standards, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/21</u></b>	:	<b><u>CHIEF ARTISAN GRADE A MECHANICAL: IC SECTION REF NO: NAVAL/18/19/25/19</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	SA Naval Armament Depot, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Experience in a Mechanical Weapons Systems environment would be preferred. Ability to communicate effectively in English at all levels. Technical report writing. Project Management. Computer aided technical applications. Knowledge of Legal Compliance. Problem solving and analysis. Decision making skills. Change Management. Planning and organising skills. Knowledge of Production process and skills. Financial Management. Technical design and analysis knowledge.
<b><u>DUTIES</u></b>	:	Supervision of workshop personnel and their workload. Ensuring internal training. Administration tasks. Assisting in budget requirements and spending of budget allocation. Control of stores and spares. Job-card admin via Computer system (OSIS). Attend relevant meetings. Building manager duties. Ensure compliance of the OHAS Act.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/22</u></b>	:	<b><u>CHIEF ARTISAN GRADE A SURFACE COATING: IC SECTION REF NO: NAVAL/18/19/25/20</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R 547 635 per annum
<b><u>CENTRE</u></b>	:	SA Naval Armament Depot, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Computer aided technical applications. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Technical report writing. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Project Management. Technical design and analysis knowledge. Knowledge of Legal Compliance. Production process knowledge and skills. Change Management. Planning and organising skills. Financial Management. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Responsible for administration duties for the section, training of sub-ordinates with the update and improvement of systems and equipment, managing of quality standards, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/23</u></b>	:	<b><u>CHIEF ARTISAN GRADE A WORKSHOP: IC SECTION REF NO: NAVAL/18/19/25/21</u></b>
<b><u>SALARY</u></b>	:	R480 261 - R547 635 per annum
<b><u>CENTRE</u></b>	:	SA Naval Armament Depot, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 10 Years post qualification experience required as an Artisan / Artisan Foreman. Valid driver's license. Special



		requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Computer aided technical applications. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Technical report writing. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Project Management. Technical design and analysis knowledge. Knowledge of Legal Compliance. Production process knowledge and skills. Change Management. Planning and organising. Financial Management. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Responsible for administration duties for the section, training of sub-ordinates with the update and improvement of systems and equipment, managing of quality standards, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/24</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A ELECTRONIC MAINTENANCE: TECHNICIAN REF NO: NAVAL/18/19/25/22</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ, Naval Communications Centre CT, Silvermine, Tokai
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Own transport required. Able to work in an underground location with mechanical air and lighting. Member will be required to work overtime (days, night and weekends). Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to component level and effect repairs. Leadership-, supervision-, and management skills. Ability to write technical reports. Knowledge of legal compliance. Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages. Knowledge of legal compliance. Financial Management, Research and Development.
<b><u>DUTIES</u></b>	:	Maintain and repairing of all communications equipment. Supervising and training of personnel. Assisting with new projects appertaining to the Communications system. Working knowledge of main support systems and equipment. Ensuring logistic support of the communications system is always maintained to a level whereby all requirements from naval stores and outside contractors are timeously met. Assisting in the planning of the department's budget for the fourth coming financial year. Supervising the implementation of all documents required for the procurement of all naval stores and petty cash purchases.
<b><u>ENQUIRIES</u></b>	:	WO1 A.E. Joseph Tel No: (021) 787 2441
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/25</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A ELECTRONIC MAINTENANCE: TECHNICIAN REF NO: NAVAL/18/19/25/23 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Radio Station Goedverwacht, Durbanville
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Own transport required. Able to work in an underground location with mechanical air and lighting. Member will be required to perform shift work and overtime (days, night and weekends) in an Underground Facility. Exposure to High Power Transmitters / RF will be an advantage. Ability to fault find to electronic component level and effect repair. Knowledge of Thermionic Emission principles. Technical skills: Programme and Project Management, use of electronic test equipment, interpreting technical drawings and effect repairs to faulty equipment. Generic skills: Supervision / management, time

		management, conflict management, presentation, analytical thinking, problem solving and project planning and organising. Ability to write technical reports. Knowledge of legal compliance and OHS Act. Proven ability to communicate effectively (written and verbal) in English at all levels. Change management. Computer skills: Proficiency in MS Office packages and computer aided engineering applications.
<b><u>DUTIES</u></b>	:	Maintain and repair High Power communications equipment and their peripherals. Ensure Radio Frequency (RF) transmission quality. Supervise subordinate's work. Implement corrective action to essential equipment when required (Diesel generators, power distribution, air cooling systems, etc). Perform administrative and related functions
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R.J. Cameron Tel No: (021) 787 2480/3/4
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/26</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A LOG ENGINEERING: TECHNICIAN REF NO: NAVAL/18/19/25/24 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R391 671 – R418 332 per annum
	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a maintenance engineering field is essential. Proven ability to compile and present technical reports in English. Knowledge of computer aided engineering applications. Demonstrated proficiency in MS Office suite. Knowledge of Class and IMO rules and regulations would be advantageous. Planning, organising and problem solving skills in a technical environment. Reasoning and mathematical skills. Strong interpersonal relations skills. Ability to read and understand technical drawings and documents is essential. Knowledge of Legal Compliance. Project Management. Research and development.
<b><u>DUTIES</u></b>	:	Participating in Logistic Support Analysis and Logistic Plans development service. Participating in Logistic support design, specification and verification. Participating in the development of Logistic support baselines for SAN systems.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/27</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A LOGISTIC ELEMENTS: TECHNICIAN REF NO: NAVAL/18/19/25/25</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R391 671 – R418 332 per annum
	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Experience in a Design Environment / Logistic Support or Logistic Elements field would be advantageous. Knowledge of maintenance planning is essential. Knowledge of Integrated Logistic Support Systems, Engineering and Support Baselines is essential. Ability to participate in maintaining Support Baselines for all current systems in the SA Navy. Ability to compile and present technical reports in English is essential. Ability to identify existing Support Infrastructure within the SA Navy Knowledge of computer aided engineering applications. Demonstrated proficiency in MS Office suite. Strong interpersonal and leadership skills. Ability to work under pressure and meet target dates. Decision making skills. Planning and organising. Knowledge of Legal Compliance. Project Management. Research and development.
<b><u>DUTIES</u></b>	:	Participating in the establishment of Support Baselines for all current systems in the SA Navy. Participating in maintaining of Support Baselines for all current

		systems in the SA Navy. Identification of existing support infrastructure within the SA Navy.
<b><u>ENQUIRIES</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician
<b><u>POST 19/28</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A CONSTRUCTIVE: DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/26</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organising and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Project Management. Research and development.
<b><u>DUTIES</u></b>	:	Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services.
<b><u>ENQUIRIES</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician.
<b><u>POST 19/29</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A CONSTRUCTIVE: DESIGN TECHNICIAN: REF NO: NAVAL/18/19/25/27</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organising and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Research and development.
<b><u>DUTIES</u></b>	:	Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project/task management services.
<b><u>ENQUIRIES</u></b>	:	R Adm (JG) D.E. Hollis Tel No: (021) 787 3994
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician

**POST 19/30** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A WEAPONS ELEC  
ENGINEERING: DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/28**

**SALARY** : R391 671 – R418 332 per annum  
**CENTRE** : Fleet Command HQ: Naval Engineering Services, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in a Constructive / Mechanical engineering field is essential. Knowledge of ship structures would be advantageous. Proven ability to compile and present technical reports in English. Proven ability to produce original, creative design work. Demonstrated proficiency in MS Office suite, CAD/Caddie and other software used in design environment. Design and implementation knowledge essential. Knowledge of Class and IMO rules and regulations would be advantageous. Knowledge of writing specifications and statements of work would be advantageous. Planning, organising and problem solving skills in an engineering environment are essential. Strong interpersonal relations skills. Ability to read, understand and draft Engineering drawings. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Research and development.

**DUTIES** : Executing system and subsystem advice and defects analysis service. Executing integrated concepts and detail designs. Executing acceptance and trials service. Executing project / task management services.

**ENQUIRIES** : R Adm (JG) D.E. Hollis Tel No: (021) 787 3994  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**NOTE** : Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician

**POST 19/31** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A  
SPECIFICATIONS: DESIGN TECHNICIAN REF NO: NAVAL/18/19/25/29**

**SALARY** : R391 671 – R418 332 per annum  
**CENTRE** : Fleet Command HQ: Naval Engineering Services, Simon's Town  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Proven experience in an engineering drawing office is essential. Knowledge of computer programs used in Design environment is essential. Knowledge of specifications and standards is essential. Proven ability to compile and present technical reports in English. Knowledge of manufacturing processes is essential. Strong interpersonal skills. Ability to work under pressure and meet target dates. Decision making skills. Knowledge of Legal Compliance. Research and development.

**DUTIES** : Providing an item specification/drawing service. Providing an item specification technical investigation service. Providing an item specification information support service.

**ENQUIRIES** : R Adm (JG) D.E. Hollis Tel No: (021) 787 3994  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**NOTE** : Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician

**POST 19/32** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A RADIO RADAR:  
SNR ELECTRONICIAN) REF NO: NAVAL/18/19/25/30**

**SALARY** : R391 671 – R418 332 per annum  
**CENTRE** : Naval Base Durban  
**REQUIREMENTS** : National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Electronic technician experience would be an advantage. Proficiency in spoken and written English. Technical report writing. Conduct planned maintenance of electronic systems. Repair electronic systems and equipment. Conduct testing of electronic systems and equipment. Ability to interpret technical drawings and information relating to electronic systems. Computer aided technical applications. Knowledge of electronic maintenance and repair procedures. Knowledge of electronic test equipment and calibration

		procedure standards. Project Management. Decision making, problem solving and analysis skills. Knowledge of technical design and analysis. Knowledge of Legal Compliance. Research and development. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Conduct planned Maintenance on Electronic Systems. Operate Test Equipment and diagnose faults. Use software driven Test Instruments for testing and analysis of data for the quality of electronic equipment.
<b><u>ENQUIRIES</u></b>	:	CPO T.A. Makeleng Tel No: (031) 460 6368
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician
<b><u>POST 19/33</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A FIRE CONTROL SYSTEMS: ELECTRONICIAN REF NO: NAVAL/18/19/25/31 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 3 Years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Electronic technician experience would be an advantage. Proficiency in spoken and written English. Technical report writing. Conduct planned maintenance of electronic systems. Repair electronic systems and equipment. Conduct testing of electronic systems and equipment. Ability to interpret technical drawings and information relating to electronic systems. Computer aided technical applications. Knowledge of electronic maintenance and repair procedures. Knowledge of electronic test equipment and calibration procedure standards. Project Management. Decision making, problem solving and analysis skills. Knowledge of technical design and analysis. Knowledge of Legal Compliance. Research and development. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Execute duties in according with time frames as per allocated job cards. Execute maintenance and repair tasks in accordance with laid-down standards and procedures. Interpret Technical Drawings and Work Dossiers. Record keeping of electronic equipment failures, order available spares and service record. Knowledge of Occupational Safety Act and safe operating procedure.
<b><u>ENQUIRIES</u></b>	:	Lt R.V. Shabalala Tel No: (031) 460 6289
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician
<b><u>POST 19/34</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION) GRADE A SPEC ARMOUR SERVICES: INDUSTRIAL TECHNICIAN REF NO: NAVAL/18/19/25/32</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	SA Naval Armament Depot, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. 3 years post qualification technical experience. Valid driver's license. Special requirements (Skills needed): Experience in at least two other Armament workshops relating to guided weapons maintenance would be an advantage. Weapon Systems management experience. Technical design and analysis knowledge. Ability to communicate effectively (written and verbal) in English at all levels. Technical report writing. Problem solving, planning and organising, and decision making skills. Knowledge of Legal Compliance. Computer aided technical applications.
<b><u>DUTIES</u></b>	:	Provide the Technical Support group activities. Assist the workshops in division with Technical interventions. Perform System Management Tasks. Perform Research and development tasks. Perform Calibration of all Test and Measuring Tools and Equipment. Ensure compliance of the OHAS Act.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current Compulsory Registration with ECSA as a Professional Engineering Technician

<b><u>POST 19/35</u></b>	:	<b><u>GISC TECHNICIAN (PRODUCTION) GRADE APAPER NAUTICAL CHARTS: CARTOGRAPHER REF NO: NAVAL/18/19/25/33 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R391 671 – R418 332 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ, SA Navy Hydrographic Office, Silvermine, Tokai
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Geomatics (GISc), Cartography or Relevant Qualification. 3 years post qualification GISc Technician experience. Valid driver's license. Special requirements (Skills needed): Experience in the Marine Cartography environment would be an advantage. Working knowledge on Geo-database implementation. Knowledge of GIS software applications and spatial data. Working knowledge on theory, standards, principles and practices of GIS and cartography. Planning and organising skills. Inter-personal skills. Problem solving and decision making skills. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to utilise MS Office Suite and operate basic office equipment. Required to travel nationally and internationally when necessary.
<b><u>DUTIES</u></b>	:	Produce a Paper Nautical Chart. Maintain Nautical Chart Reproduction Material. Reproduce a Paper Nautical Chart. Undertake Print-on-Demand (POD) Requirements.
<b><u>ENQUIRIES</u></b>	:	Mr A. van Craeynest Tel No: (021) 787 2276
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Compulsory Registration with PLATO.
<b><u>POST 19/36</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A ISLAND MAINTENANCE SERVICES: SNR ELECTRICIAN REF NO: NAVAL/18/19/25/34</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experience in the Electrical field. Knowledge of the use of advanced tools which require specific detailed training and also be able to decide which tools must be used to execute a job. Knowledge of how to plan for activities and resources needed, such as the planning and co-ordinating of own work and that of subordinate. Knowledge of how to use advanced machinery with a higher level of complexity. Ability to manufacture precision components (as used in the Naval environment) by using machinery of a higher complexity. Ability to interpret technical drawings and information relating to his / her trade. Problem solving and analysis. Decision making. Computer aided technical applications and skills. Knowledge of Legal Compliance. Ability to communicate effectively (written and verbal) in English at all levels. Technical report writing. Technical consulting. Change Management. Financial Management. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Perform Complex Electrical Maintenance and Repair Tasks. Interpret Technical Drawings and Work Dossiers. Use and Order Miscellaneous Stores. Provide Technical Advice. Supervise and Train Subordinates and Trainees. Maintain a Safe Working Environment.
<b><u>ENQUIRIES</u></b>	:	WO2 S.S. Mothulega Tel No: (031) 480 6411
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>POST 19/37</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A VOICE TECH SERVICES: VOICE TECH FOREMAN REF NO: NAVAL/18/19/25/35</u></b>
<b><u>SALARY</u></b>	:	R382 047 - R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town, Telephone Exchange
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experience in telephone network installation, maintenance and repairs of telephone lines and instruments will be an advantage. Applicant must be able to use power tools and technical instruments. Applicant must have good interpersonal skills and a sound knowledge of Main Distribution Frames, Cable jointing, Digital (EG VoIP) and analogue telephone systems and good

		communication skills. Knowledge of Health and Safety Regulations. Ability to compile Technical reports. Knowledge of legal compliance. Ability to supervise staff. Management skills, good verbal and written communication skills, budgeting, workflow control, and team leadership. Planning and organisation skills.
<b><u>DUTIES</u></b>	:	Execution of voice technical service provision operations, conduct voice technical support services, execute voice technical service provisions operations, monitor SAN ICT telephone network operations. Provide Telephone Network cable reticulation services, provide telephone instrument technical services, provide fixed line (Telkom) connectivity services and provide fixed line connectivity for foreign and local vessels. Distribution account holder for the technical section. Maintain accurate cable reticulation records. Execution and control of job card system. Communicating with Contractors, performing tasks not included in the job description. Ordering and managing stores. Supervise Contractors' work.
<b><u>ENQUIRIES</u></b>	:	Lt L.C. Letshabo Tel No: (021) 787 5869 / WO1 N.P. Keeme Tel No: (021) 787 5790
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/38</u></b>	:	<b><u>ARTISAN FOREMAN GRADE AELECTRONIC MAINTENANCE: ELECTRONICIAN REF NO: NAVAL/18/19/25/36 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 047 - R433 176 per annum
	:	Fleet Command HQ: Radio Station Goedverwacht, Durbanville
	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Diagnostic ability (fault find to modular / component level and effect repair). Knowledge of Thermionic Emission principles. Ability to read and understand circuit diagrams. Proven ability to communicate effectively (written and verbal) in English at all levels. Teamwork skills. Computer skills: Proficiency in MS Office packages and computer aided technical applications. Supervision and management skills. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning and organizing skills.
<b><u>DUTIES</u></b>	:	Maintain and repair communications equipment and their peripherals. Implement corrective action to essential equipment when required (diesel generators, power distribution, air cooling systems, etc). Supervise contractor's work. Perform tasks delegated by superiors.
<b><u>ENQUIRIES</u></b>	:	Mr R.J. Cameron Tel No: (021) 787 2480/3/4
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Own transport required. Must be able to work in an underground location with mechanical air and lightning. Member will be required to perform shift work and overtime (days, night and weekends) in an Underground Facility.
<b><u>POST 19/39</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A REFRIGERATION: IC SECTION REF NO: NAVAL/18/19/25/37</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 047 - R433 176 per annum
	:	Fleet Maintenance Unit, Simon's Town
	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Previous maritime experience will be of an advantage. Knowledge of Refrigeration test equipment. Knowledge of applicable machinery with regard to refrigeration and air conditioning systems. Knowledge of safety standards. Ability to conduct technical training. Ability to compile documentation. Proven ability to communicate (written and verbal) in English, at all levels. Ability to read technical drawings. Proficiency in MS Office packages and other computer-aided technical applications. Knowledge of Legal Compliance. Ability to write Technical reports. Knowledge and skills of Conflict Managements and OHS Act. Planning and Organising skills.
<b><u>DUTIES</u></b>	:	Rendering advice and guidance and in-house training to junior artisans and apprentices. Operating of machining equipment. Conducting gas and electronic leak detection. Interpreting job requirements from instructions,

		drawings, samples and templates. Adhering to all safety and quality regulations. Must be medically fit and be able to work on ships and submarines.
<b><u>ENQUIRIES</u></b>	:	WO1 C.J. Pestana Tel No: (021) 787 9878
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/40</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A SHIPWRIGHTS: SHIPWRIGHT REF NO: NAVAL/18/19/25/38</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Previous experience as an Artisan in the marine environment and as a Joiner would be an advantage. Ability to communicate effectively (written and verbal) in English, at all levels. Technical report writing. Basic knowledge of Health and Safety. Knowledge of specific Joiner processes and aids. Knowledge of basic maintenance of machinery with high level of complexity in operating it. Knowledge of basic hand tools and Joiner equipment. Ability to operate Joiner machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform Joiner duties. Problem solving and analysis. Decision making skills. Computer aided technical applications and skills. Knowledge of Legal Compliance. Technical consulting. Planning and organising. Change Management. Financial Management. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Execute duties in compliance with the Code of Conduct and the Quality Assurance Manual. Execute duties in compliance with set standards associated with that of a qualified Artisan. Execute duties iaw time frames as per allocated job cards. Effect maintenance and repair tasks law laid down standards and procedures. Implement appropriate repair solutions. Execute duties in compliance with the Occupational Health and Safety Act (OHASA). Successful applicant can be expected to be a team player. Assist with the training of newly appointed Shipwrights and the introduction and use of equipment.
<b><u>ENQUIRIES</u></b>	:	WO2 T.G. Januarie Tel No: (031) 460 6379
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>POST 19/41</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A PAINT SHOP: PAINTER REF NO: NAVAL/18/19/25/39 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Previous Artisan experience in a painting environment would be an advantage. Ability to communicate effectively (verbal and written) in English, at all levels. Technical report writing. Basic knowledge of Health and Safety. Knowledge of specific painting processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and painting equipment. Ability to operate spray gun machines Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform painting duties. Problem solving and analysis. Decision making skills. Computer aided technical applications and skills. Knowledge of Legal Compliance. Technical consulting. Planning and organising. Change Management. Financial Management. Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Execute duties in compliance with the Code of Conduct and the Quality Assurance Manual. Execute duties in compliance with set standards associated with that of a qualified Artisan. Execute duties in accordance with time frames as per allocated job cards. Effect maintenance and repair tasks in accordance with laid down standards and procedures. Implement appropriate repair solutions. Successful applicant can be expected to be a team player.



		Assist with the training of newly appointed cleaners and the introduction and use of equipment.
<b><u>ENQUIRIES</u></b>	:	WO2 T.G. Januarie Tel No: (031) 460 6379
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>POST 19/42</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A MARINE FACILITIES: DIVER REF NO: NAVAL/18/19/25/40</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town: Facilities Division
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Welding / Civil related trades. Experience in the marine / diving environment would be an advantage. Ability to work under water +/- 39m. Knowledge of repairing maintaining and upgrading of harbour facilities. Knowledge of safe keeping of job sites and materials. At least 3 years' experience in a supervisory capacity. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Project Management experience. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the marine/diving environment. Knowledge of the Public Service Act. Advanced analytical thinking, interpersonal and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples, and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Knowledge of legal compliance. Excellent time management skills.
<b><u>DUTIES</u></b>	:	Repairing, maintaining and up-grading of harbors and facilities. Managing a variety of tasks with regard to the Marine / Diving Workshops workload, staff and procuring of equipment and materials. Supervising subordinates which includes training and assessments. Administering Documentation.
<b><u>ENQUIRIES</u></b>	:	Lt Cdr J.R. Labuschange Tel No: (021) 787 5237 / 5242
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/43</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A PAINTING: PAINTER REF NO: NAVAL/18/19/25/41</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town: Facilities Division
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experience in a Painting Workshop would be an advantage. At least 3 years' experience in a supervisory capacity. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Project Management experience. Ability to work under pressure and meet target dates. Ability to supervise, planning, organising and problem solving skills in the marine/diving environment. Knowledge of the Public Service Act. Advanced analytical thinking, interpersonal and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples, and templates. Ability to operate equipment and applicable machinery. Knowledge of safety. Adhering to all safety and quality regulations. Knowledge of legal compliance. Excellent time management skills.
<b><u>DUTIES</u></b>	:	Repairing, maintaining and up-grading of harbors and facilities. Managing a variety of tasks with regard to the Marine / Diving Workshops workload, staff and procuring of equipment and materials. Supervising subordinates which includes training and assessments. Administering Documentation.
<b><u>ENQUIRIES</u></b>	:	Lt Cdr J.R. Labuschange Tel No: (021) 787 5237 / 5242
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>

**POST 19/44** : **ARTISAN FOREMAN GRADE A TAILOR: TAILOR REF NO: NAVAL/18/19/25/42**

**SALARY** : R382 047 - R433 176 per annum  
**CENTRE** : Naval Base Simon's Town, Detail Clothing Store, Simon's Town  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Ability to make and grade patterns. Ability to adjust machines. Ability to unpick, hemming and shortening of garments. Ability to re-size garments. Ability to undertake the measurement of personnel. Ability to utilise various types of sewing machines. Ability to apply badges and braiding. Ability to understand basic machine maintenance and fault finding. Ability to perform basic record keeping. Proven ability to communicate effectively (written and verbal) in English at all levels. Leadership, supervision and management competency skills. General knowledge of clothing and textile / fabrics. Knowledge of OHS Act. Basic knowledge of administration. Team work skills. Problem solving skills. Planning and organising skills. Knowledge of Legal Compliance. Knowledge of computer aided technical applications. Knowledge of technical report writing.

**DUTIES** : Alterations of clothing. Sewing on rank badges. Assembling medals and ribbons. Budget for stores and equipment. Maintain equipment. Safety and security (OHASA).

**ENQUIRIES** : WO1 C.M. Nkuna Tel No: (021) 787 3228  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**POST 19/45** : **ARTISAN FOREMAN GRADE A MAINTENANCE MANAGEMENT: IC SECTION REF NO: NAVAL/18/19/25/43**

**SALARY** : R382 047 - R433 176 per annum  
**CENTRE** : Naval Base Simon's Town, Transport Depot, Dido Valley  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 years Post Qualification Experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Required to be qualified as a mechanical technician to conduct technical and mechanical repairs to compliance as per the PFMA. Trade test mechanical vehicle fitter in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Problem solving and decision making skills. Knowledge of Legal Compliance. Technical report writing. Knowledge of computer aided technical applications. Planning and organising. Conflict management. Production knowledge and skills.

**DUTIES** : Controlling the execution of minor vehicle repairs. Undertake vehicle recoveries. Managing the sub-section, personnel and general requirements. Management of OHS iro safety of personnel. General administration of workshop.

**ENQUIRIES** : Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049  
**APPLICATIONS** : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to [psapstaffing@sanavy.co.za](mailto:psapstaffing@sanavy.co.za)

**POST 19/46** : **ARTISAN FOREMAN GRADE A QUALITY ASSURANCE: AUTO ELECTRICIAN REF NO: NAVAL/18/19/25/44**

**SALARY** : R382 047 - R 433 176 per annum  
**CENTRE** : Naval Base Simon's Town, Transport Depot, Dido Valley  
**REQUIREMENTS** : Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Required to be qualified as an auto electrician to conduct technical inspections and quality assurance to compliance as per the PFMA. Trade test auto electrical in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP to market related costs. Ability to communicate effectively (written and verbal) in English to all levels of service providers. Ability to communicate with SAN Level 3 organizations' (Vehicle Transport

		Management), external Fleet stakeholders, and functional peers and subordinates. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Planning and organising. Problem solving and decision making skills. Knowledge of Legal Compliance. Technical report writing. Knowledge of computer aided technical applications. Production knowledge and skills.
<b><u>DUTIES</u></b>	:	Obtaining quotations iro vehicle services. Maintenance of outsourcing requirements. Monitor and finalise outsourced vehicle and repairs. Management of OHS in respect of safety and personnel. General administration of electrical workshop.
<b><u>ENQUIRIES</u></b>	:	Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/47</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A MAINTENANCE MANAGEMENT: MECHANICAL REF NO: NAVAL/18/19/25/45</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town, Transport Depot, Dido Valley
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Required to be qualified as a mechanical technician to conduct technical and mechanical repairs iro compliance as per the PFMA. Trade test mechanical vehicle fitter/ in vehicle testing and fitting. Diagnostic experience essential. Specialised knowledge of vehicle maintenance processes and procedures. Ability to assess quotation from SP iro market related costs. Ability to communicate effectively (written and verbal) in English to all levels. Ability to conceptualise and initiate new innovative approaches to optimize the entire vehicle maintenance and utilisation environment. Planning and organising. Problem solving and decision making skills. Knowledge of Legal Compliance. Technical report writing. Knowledge of computer aided technical applications. Production knowledge and skills.
<b><u>DUTIES</u></b>	:	Obtaining quotations iro vehicle services. Maintenance of outsourcing requirements. Monitor and finalise outsourced vehicle and repairs. Management of OHS in respect of safety and personnel. General administration of mechanical workshop.
<b><u>ENQUIRIES</u></b>	:	Lt Cdr P.B. Rakgotho Tel No: (021) 787 3049
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/48</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A HIGH PRESSURE WORKSHOP: FITTER AND TURNER REF NO: NAVAL/18/19/25/46</u></b>
<b><u>SALARY</u></b>	:	R382 047 - R433 176 per annum
<b><u>CENTRE</u></b>	:	Naval Stores Depot Wingfield, Goodwood
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Ability to read and understand technical drawings. Proven ability to communicate effectively (written and verbal) in English at all levels. Teamwork skills. Computer skills: Proficiency in MS Office packages and computer aided technical applications. Supervision and management skills. Knowledge of Legal compliance. Ability to write Technical reports. Knowledge and skills of Conflict Management and OHS Act. Planning, organizing, problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Maintaining cylinders according to maintenance schedules and the relevant SANS documentation. Servicing High Pressure air equipment and life support systems according to the relevant SANS documentation. Repairing all defected equipment and life support systems. Testing of all life support equipment and air storage vessels and entering all required specifications and inspection detail on the cylinder inspection report (C.I.R.). Ensuring that all policies and procedures regarding HP equipment is done according to all the relevant SANS documentation. Charging of all air and CO2 cylinders. Pre-delivering of all life support equipment.
<b><u>ENQUIRIES</u></b>	:	WO2 G.Tekwane Tel No: (021) 597 5316

<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/49</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A SURVIVAL EQUIPMENT WORKSHOP: SURV EQUIP FITTER REF NO: NAVAL/18/19/25/47</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 047 - R433 176 per annum Naval Stores Depot Wingfield, Goodwood Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Problem solving and decision making skills. Planning and organising skills. Technical analysis and report writing. Knowledge of Legal Compliance. Conflict management. Knowledge of computer aided technical applications.
<b><u>DUTIES</u></b>	:	Inspect, service, repair, test, replace, install and pack where necessary, specific inflatable life rafts and associated emergency packs and equipment that you are certified to do. Inspect, service, repair and test life jackets that you are certified to do. Manufacture, as required, items which relate to this mustering from fabric, canvas, leather, plastic, rubber and other job related materials. Maintain specific records. Ensure that all policies and procedures regarding survival equipment are adhered to at all times. Ensure that you are conversant with the safety codes. Pre-delivering of all lifesaving equipment. ie ensure the lifesaving equipment is serviceable before it leaves the Depot to the end user.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	WO2 G.Tekwane Tel No: (021) 597 5316 Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/50</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A ELECTRICAL: ELECTRONICIAN REF NO: NAVAL/18/19/25/48 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 047 – R433 176 per annum SA Naval Armament Depot, Simon's Town Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experienced in Electrical Weapons Systems would be preferred. Ability to communicate effectively (written and verbal) in English at all levels. Technical analysis knowledge and report writing skills. Computer aided technical applications. Knowledge of Legal Compliance. Planning and organising skills. Conflict Management. Team work. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Maintaining and repairing SUT Torpedoes. Preparing exercise torpedoes for issue. Preparing combat torpedoes for issue or for Ready to Use Magazine. Preparing and maintaining torpedo Counter Measure launchers. Purging and pressure checks of EXOCET missile tube. Carry out 2-yearly functional test on UMKHONTO Missile and monthly purge of the pure air system. Ensuring security within the section. Ensure compliance of the OHAS Act.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612 Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/51</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A SURFACE COATING: ARTISAN REF NO: NAVAL/18/19/25/49</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 047 – R433 176 per annum SA Naval Armament Depot, Simon's Town Appropriate Trade Test Certificate. 5 Years Post Qualification Experience as an Artisan. Valid Driver's License. Special requirements (Skills needed): Proficiency in MS Office packages, particularly Excel. Proven advanced ability to communicate effectively (written & verbal) in English at all levels. Advanced analytical thinking, conducting research, policy interpretation problem-solving and decision-making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Technical analysis knowledge and report writing skills. Computer aided technical applications. Knowledge of Legal Compliance. Planning and organising skills. Production process knowledge. Project

		Management. Conflict Management. Team work. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Perform Administration duties for the section, training sub-ordinates, managing of quality standards in the workspace, supervisory duties, assisting with budget requirements, ensuring safety standards are maintained, ensuring security within the section, environmental services.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/52</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A MECHANICAL: MECHANICIAN REF NO: NAVAL/18/19/25/50</u></b>
<b><u>SALARY</u></b>	:	R382 047 – R433 176 per annum
<b><u>CENTRE</u></b>	:	SA Naval Armament Depot, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. Valid driver's license. Special requirements (Skills needed): Experienced in a Mechanical Weapons Systems would be preferred. Ability to communicate effectively (written and verbal) in English at all levels. Technical analysis knowledge and report writing skills. Computer aided technical applications. Knowledge of Legal Compliance. Planning and organising skills. Conflict Management. Team work. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Maintaining and repairing SUT Torpedoes. Preparing exercise torpedoes for issue. Preparing combat torpedoes for issue or for Ready to Use Magazine. Preparing and maintaining torpedo Counter Measure launchers. Carry out 2-yearly functional test on UMKHONTO Missile and monthly purge of the pure air system. Ensuring security within the section. Ensure compliance of the OHAS Act.
<b><u>ENQUIRIES</u></b>	:	Cdr C. Wilbers Tel No: (021) 787 5612
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/53</u></b>	:	<b><u>CANDIDATE ENGINEERING TECHNICIAN SUB &amp; LAND BASED ENGINEERING DESIGN: CANDIDATE ENGINEERING TECHNICIAN) REF NO: NAVAL/18/19/25/51</u></b>
<b><u>SALARY</u></b>	:	R338 748 - R359 604 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. Valid driver's license. Special requirements (Skills needed): No previous experience required. Render Technical Services under supervision to assist Engineers, Technologists and Associates in field, workshop and technical office activities in a Naval Marine environment. Project Management. Engineering design and analysis. Computer aided engineering applications. Knowledge of Legal Compliance. Planning, organising, and problem solving skills.
<b><u>DUTIES</u></b>	:	To render technical services and support in engineering research, design, manufacturing, operations and maintenance under supervision. Candidate Engineering Technician is responsible for preparing and keeping documentation that is necessary to manage the training process by means of a Portfolio of Learning. Undertaking Research and Development. Perform administrative and related functions. Adherence to OHS regulations.
<b><u>ENQUIRIES</u></b>	:	Capt (SAN) M. Ncanana Tel No: (021) 787 4389
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current /Compulsory Registration with ECSA as a Candidate Engineering Technician.
<b><u>POST 19/54</u></b>	:	<b><u>CANDIDATE ENGINEERING TECHNICIAN COMBAT VESSEL DESIGN: CANDIDATE ENGINEERING TECHNICIAN) REF NO: NAVAL/18/19/25/52</u></b>
<b><u>SALARY</u></b>	:	R338 748 - R359 604 per annum
<b><u>CENTRE</u></b>	:	Fleet Command HQ: Naval Engineering Services, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Engineering or relevant qualification. Valid driver's license. Special requirements (Skills needed): No previous experience required. Render Technical Services under supervision to assist Engineers,

		Technologists and Associates in field, workshop and technical office activities in a Naval Marine environment. Project Management. Engineering design and analysis. Computer aided engineering applications. Knowledge of Legal Compliance. Planning, organising, and problem solving skills.
<b><u>DUTIES</u></b>	:	To render technical services and support in engineering research, design, manufacturing, operations and maintenance under supervision. Candidate Engineering Technician is responsible for preparing and keeping documentation that is necessary to manage the training process by means of a Portfolio of Learning. Undertaking Research and Development. Perform administrative and related functions. Adherence to OHS regulations.
<b><u>ENQUIRIES</u></b>	:	Capt (SAN) M. Ncanana Tel No: (021) 787 4389
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>NOTE</u></b>	:	Statutory Requirements Apply: Current /Compulsory Registration with ECSA as a Candidate Engineering Technician
<b><u>POST 19/55</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A VOICE TECH SERVICES: VOICE TECH ARTISAN REF NO: NAVAL/18/19/25/53 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R243 597 – R270 357 per annum
<b><u>CENTRE</u></b>	:	Naval Base Simon's Town Telephone Exchange
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license Special requirements (Skills needed): Knowledge of installation and maintenance of digital and analogue telephone networks would be an advantage. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to compile Technical reports. Computer skills. Ability to read and understand technical drawings and schematics. Basic knowledge of Health and Safety. Knowledge of basic hand tools and equipment. Problem solving, knowledge of VoIP technology will be an advantage. Knowledge of Legal compliance. Knowledge of Health and Safety regulations. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Execute Voice Technical Service provision operations. Conduct Voice Tech Support Services. Maintain equipment's and facilities according to schedule. Keep and maintain job records on the register. Maintain and adhere to agreed developmental plan or requirement.
<b><u>ENQUIRIES</u></b>	:	Lt L.C. Letshabo Tel No: (021) 787 5869 / WO1 N.P. Keeme Tel No: (021) 787 5790
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/56</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A BOAT MAINTENANCE: SHIPWRIGHT REF NO: NAVAL/18/19/25/54</u></b>
<b><u>SALARY</u></b>	:	R243 597 – R270 357 per annum
<b><u>CENTRE</u></b>	:	Naval College Gordon's Bay
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Experience in Shipwright / Joinery environment would be an advantage. Must be able to work with wood and must have the ability to design furniture. Ability to communicate verbally, read and write in English. Ability to work independently and also as part of a team. Ability to multi-task and perform general handyman tasks. Must have knowledge and skills in carpentry and metalwork. Knowledge of hand tools, machinery, painting and spray painting is required. Good organising and interpersonal skills. The identification of relevant machinery, tools and equipment is required. Knowledge of Occupational Health and Safety Act. Knowledge of legal compliance. Knowledge of Technical analysis. Report writing skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Maintain and repair all Shipwright/Joinery related jobs on boats in the unit. Maintain and repairing all Shipwright related equipment in the unit. Manufacture of all Carpentry items required for the unit. Must be available to conduct emergency repairs in the unit. Must be able to conduct administrative duties such as assisting with stocktaking, the procurement of spares and materials within required timeframes. Must be able to complete documentation for Petty cash purchases. Must be able to conduct supervisory duties such as being responsible for neatness of workshop, responsible to control equipment and stores, report negligence and unsafe situations, responsible for tools used inside and outside the workshop and the adherence to work hours. Comply

		with order and instructions from superiors. Conforming to OHASA safety standards.
<b><u>ENQUIRIES</u></b>	:	Chief Petty Officer T.A. Ramugumo Tel No: (021) 787 4949
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/57</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A BOAT MAINTENANCE:</u></b> <b><u>ELECTRONICIAN REF NO: NAVAL/18/19/25/55</u></b>
<b><u>SALARY</u></b>	:	R243 597 – R270 357 per annum
<b><u>CENTRE</u></b>	:	Naval College Gordon's Bay
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Experience in an Electrical Engineering environment would be an advantage. Must be able to read and design electrical drawings/circuits. Ability to communicate verbally, read and write in English. Ability to work independently and also as part of a team. Ability to multi-task and perform general handyman tasks. Must have knowledge and skills in electrical field. Knowledge of hand tools, machinery and is required. Good organising and interpersonal skills. The identification of relevant machinery, tools and equipment is required. Knowledge of Occupational Health and Safety Act. Knowledge of legal compliance. Knowledge of Technical analysis. Report writing skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Maintain, assemble and install electrical equipment of boats. Maintain, assemble and install electrical and communications equipment in/on buildings. Must be able to maintain and install mechanical parts of laundry in the unit. Must be able to maintain install and repair all galley machinery. Must be available to conduct emergency electrical repairs in the unit. Must be able to conduct administrative duties such as assisting with stocktaking, the procurement of spares and materials within required timeframes. Must be able to complete documentation for Petty cash purchases. Must be able to conduct supervisory duties such as being responsible for neatness of workshop, responsible to control equipment and stores, report negligence and unsafe situations, responsible for tools used inside and outside the workshop and the adherence to work hours. Comply with order and instructions from superiors. Conforming to OHASA safety standards.
<b><u>ENQUIRIES</u></b>	:	Chief Petty Officer T.A. Ramugumo Tel No: (021) 787 4949
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HG, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/58</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A VOICE TECH SERVICES: VOICE</u></b> <b><u>TECH ARTISAN REF NO: NAVAL/18/19/25/56</u></b>
<b><u>SALARY</u></b>	:	R243 597 – R270 357 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Knowledge of telephone line and instrument repair procedures. Knowledge of cabling repair procedures. Knowledge of cabling reticulation and procedures. Knowledge of connectivity and procedures. Ability to undertake Technical Analysis. Ability to identify technical faults. Ability to utilise appropriate tools and equipment. Proficiency in verbal and written English. Ability to communicate with clients and service providers. Ability to compile standards memos, letters and reports. Planning and organising. Team work. Problem solving skills. Knowledge of Legal Compliance. Production process knowledge and skills. Customer focus and responsiveness.
<b><u>DUTIES</u></b>	:	Execute voice tech service provision operations. Provide telephone cable reticulation services. Provide telephone instrument technical services. Provide fixed line (Telkom) connectivity services. Provide fixed line connectivity for foreign vessels
<b><u>ENQUIRIES</u></b>	:	WO1 S. Ntshinga Tel No: (031) 460 6148
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>

<b><u>POST 19/59</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A ISLAND MAINTENANCE SERVICES: MECHANICAL FITTER REF NO: NAVAL/18/19/25/57</u></b>
<b><u>SALARY</u></b>	:	R243 597 – R270 357 per annum
<b><u>CENTRE</u></b>	:	Naval Base Durban
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Experience in a mechanical fitting environment would be an advantage. Proficiency in spoken and written English. Ability to communicate with clients and service provider. Ability to compile routine memos, letters and reports. Knowledge of tools which require specific detailed training and also be able to decide which tools must be used to do a job. Knowledge of how to use machinery. Basic knowledge required to operate a computer system including knowledge of word processing. Knowledge of situations / matters that pose a safety hazard and the subsequent reporting of such to higher authority. Ability to perform specific tasks such as maintenance / installations complying to standards normally associated with that done by a qualified artisan. Ability to interpret technical drawings and information relating to his / her trade. Planning and organising skills. Knowledge of Legal Compliance. Production process knowledge and skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Perform standard mechanical maintenance and repair task. Executes duties in compliance with the Code of Conduct and Quality Assurance Manual. Execute duties in compliance with set standards associated with that of a qualified Artisan. Execute duties iaw time frames as per allocated job cards. Finalise tasks as per work dossiers. Effect maintenance and repair tasks as laid down standards and procedures. Implement appropriate repair solutions. Interpret Technical Drawings and Work Dossiers. Comply with the standards set out in the relative work dossiers, drawings and repairs and maintenance manuals. Obtain written authority before deviating from set standards. Use and Order Miscellaneous Stores. Ensure that stores items being ordered to execute assignments are justifiable. Ensure the safekeeping of stores items issued for assignments. Ensures stores items used on assignments are reflected on the Job card. Return all excess stores items to the divisional storekeeper.
<b><u>ENQUIRIES</u></b>	:	Lt R.V. Shabalala Tel No: (031) 460 6289
<b><u>APPLICATIONS</u></b>	:	Cdr S.K. Sibiyi, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. Hand Deliver: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to <a href="mailto:nbd.careeradmin@sanavy.co.za">nbd.careeradmin@sanavy.co.za</a>
<b><u>POST 19/60</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A BINDERY: CUTTER &amp; BINDER REF NO: NAVAL/18/19/25/58</u></b>
<b><u>SALARY</u></b>	:	R243 597 – R270 357 per annum
<b><u>CENTRE</u></b>	:	SAN Publications Unit, Simon's Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Valid driver's license. Special requirements (Skills needed): Previous experience in Cutting and Binding (Printing) environment would be an advantage. Basic knowledge of Health and Safety regulations. Ability to communicate effectively (written and verbal) in English at all levels. Ability to compile documents. Computer literacy in MS Office suite. Basic knowledge of hand tools and equipment. Problem solving and decision making skills. Knowledge of safety standards. Ability and willingness to conduct technical training to learners. Communication skills (written and verbal). Able to use proper PPE's. Must be medically fit and be able to work standing for long hours in printing factory. Knowledge of Legal Compliance. Team work. Technical knowledge analysis.
<b><u>DUTIES</u></b>	:	Assist with the ordering of paper. Cutting paper for printing purposes. Maintaining and cleaning of machinery, equipment, factory floor and surroundings. Assisting on all Bindery machinery and equipment.
<b><u>ENQUIRIES</u></b>	:	WO2 M.C.L. Deane Tel No: (021) 787 4134 / 3303
<b><u>APPLICATIONS</u></b>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995 or email to <a href="mailto:psapstaffing@sanavy.co.za">psapstaffing@sanavy.co.za</a>
<b><u>POST 19/61</u></b>	:	<b><u>ADMINISTRATION CLERK: PRODUCTION REF NO: DEFRES/15/19/25/01</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Defence Reserves Division, Armscor Building, Erasmuskloof, Pretoria.



<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) or equivalent. Background on the Reserves will be an advantage. Special requirements (skills needed): Computer literacy; Knowledge of programmes like Dreamweaver, Fireworks, Photoshop, Word, Excel and PowerPoint). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills and able to work independently.
<b><u>DUTIES</u></b>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Execute all the website responsibility. Manage and update the internet and intranet of the Def Res Div. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services with regards to catering. Obtain quotations and complete procurement forms to purchase office supplies. Keep and maintain asset register of the office. Provide Secretarial duties; type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Arrange travelling and accommodation for Chief Defence Reserves (CDR) and Director Defence Reserves (DDR). Manage the diary of CDR and DDR. Assist with catering arrangements of the official meetings. Host Guests of CDR and DDR.
<b><u>ENQUIRIES</u></b>	:	Ms J. Mahlangu Tel No: (012) 355 5332
<b><u>APPLICATIONS</u></b>	:	Defence Reserves Division, Private Bag X161, Pretoria, 0001 or may be hand delivered to Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria or emailed to <a href="mailto:defres@telkomsa.net">defres@telkomsa.net</a>
<b><u>POST 19/62</u></b>	:	<b><u>ADMINISTRATION CLERK: PRODUCTION REF NO: DEFRES/15/19/25/02</u></b> Defence Reserves Division
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Regional Office Northern Cape (Kimberley).
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) or equivalent. Background on the Reserves will be an advantage. Special requirements (skills needed): Computer literate (MS Word, Excel and Power point). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills and able to work independently.
<b><u>DUTIES</u></b>	:	A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system of the office. Type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms to purchase office supplies. Control office stationery stock. Keep and maintain asset register of the office. Provide personnel administration clerical support service; maintain leave register. Keep and maintain personnel records and attendance register. Arrange travelling and accommodation. Provide financial administration support service; capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit to Head Quarter (HQ) for approval. Handle telephone accounts and petty cash. Assist with external promotion; assist at Reserves Force event. Handle visitors of Provincial Office. Liaise with external public in order to promote the Reserves. Market and promote the Reserves.
<b><u>ENQUIRIES</u></b>	:	Lt Col J.S. Titus Tel No: (053) 830 3025 or 076 253 3526
<b><u>APPLICATIONS</u></b>	:	Defence Reserves Division, Provincial Office Northern Cape, Private Bag X5056, Kimberley, 8300 or may be hand delivered to Army Support Base Provincial Office Northern Cape, Gen Ken van der Spur Avenue, Diskobolos, Kimberley or emailed to <a href="mailto:julustitus1312@gmail.com">julustitus1312@gmail.com</a>

<b><u>POST 19/63</u></b>	:	<b><u>SENIOR SECRETARY GRADE II: REF NO: DETDSI /17/19/25</u></b> Chief Directorate: Human Resource Development Directorate: Training Systems Integrity
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Armscor Building, Erasmuskloof, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 12(NQF Level 4) or equivalent. Experience in the Administration/Secretarial and an appropriate academic qualifications in the field will be an advantage. Special requirements (skills needed): Language skills and the ability to communicate well with people from different levels. Knowledge of MS Word, Excel, Power point and Lotus note. Typing skills. Ability to operate office equipment (fax, scanner, photocopies and internet). Good interpersonal skills and organising skills. Higher levels of professionalism and reliability. Ability to act with tact and discretion. Good telephone etiquette. Self-motivated and flexible. The successful candidate will be required to obtain a Security Clearance within a year of employment.
<b><u>DUTIES</u></b>	:	A successful candidate will be required to perform the following duties: Provide secretarial and clerical support to the Directorate. Receive telephone calls and refers the calls to the correct role players. Operate office equipment like fax machines and photocopiers. Coordinate all travel and related logistical arrangements for the Director. Compile and submit subsistence and travel (S&T) claim. Arrange meetings and events for the Director. Identify venues, invites role player, organises refreshments and sets up schedules for meetings and events. Record basic minutes of the meetings of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the Directorate. Manage incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Directorate.
<b><u>ENQUIRIES</u></b>	:	WO1 N. Oosthuizen Tel No: (012) 355 5259.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Human Resource Division, Chief Directorate HR Development, Directorate Training Systems Integrity, Private Bag X159, Pretoria, 0001 or hand deliver at Department of Defence, HR Division, Chief Directorate HR Development, Directorate Training Systems Integrity, Armscor Building, 370 Nossob Street, Erasmuskloof, Pretoria or emailed to <a href="mailto:ncediwe.ledwaba@dod.mil.za">ncediwe.ledwaba@dod.mil.za</a>

## 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.*

<b><u>CLOSING DATE</u></b>	:	23 June 2025 at 16:00 (walk-in) and 00:00 (online)
<b><u>NOTE</u></b>	:	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 in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this 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 required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

## OTHER POSTS

<b><u>POST 19/64</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/03</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour Centre: Lephalale
	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management / Accounting / Human Resource Management / Labour Relations / Social Sciences / Engineering Sciences / Public Administration / Management / Business Administration /Management / Operations Management / Project Management / Three years' legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. A valid driver's licence. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Job-LEPH@labour.gov.za">Job-LEPH@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/65</u></b>	:	<b><u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: HR4/25/06/01 HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive)
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in the Built Environment (Architecture Science, Building Science, Quantity Survey and Civil Engineering). Five (5) years' experience of which two (2) years at Middle Management level and three (3) years functional experience in Facilities Management. A valid driver's licence. Knowledge: Government Facilities Management Processes, National Building Regulation Standards, Construction Industry Development Board, Government Immovable Asset Act, DPWI Space norm, Departmental policies and procedures, Public Finance Management Act and Treasury Regulations, Public Service Act and Regulations, AutoCAD. Skills: Project Management, Presentation skills, Interpersonal skills, Problem-solving skills, Computer Aided Droughting, Planning and organizing, Facilitation, Computer Literacy.
<b><u>DUTIES</u></b>	:	Manage Capital Projects, Planned and unplanned maintenance and refurbishment Projects of the Department. Manage the State owned facilities of the Department. Manage the budget for Capital Projects and Municipal Services for State owned Buildings. Develop and Manage the implementation of policies and procedures related to Facilities Management. Manage all resources within in the Sub Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. B Maduna Tel No: (012) 309 4285
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ16@labour.gov.za">Jobs-HQ16@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/66</u></b>	:	<b><u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: HR 4/25/06/02HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive)
	:	Head Office, Pretoria
	:	An undergraduate Bachelor Degree (NQF6) as recognised by SAQA in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience of which two (2) years at Middle Management (ASD level) and three (3) years

functional experience in Employee Health and Wellness. Valid Driver's License. Knowledge: Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and Aids & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resource Development Policies, Departmental policies and procedures. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/ diversity management, Problem solving, Motivational.

**DUTIES** : Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions. Manage and implement the Employee Health and Wellness Strategic Framework and the Gender Equality Strategic Framework. Manage and implement Gender, Disability and Youth matters in the Department. Implement policies and guidelines to promote EHW and GDY and provide reports for the Department. Management of all the resources in the Sub-Directorate.

**ENQUIRIES** : Ms L Rudah Tel No: (012) 309 4659  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ18@labour.gov.za](mailto:Jobs-HQ18@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 19/67** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR 4/25/06/03HO**

**SALARY** : R896 436 per annum, (all-inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Human Resources Management/ Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Five (5) years' experience of which two (2) years at the Assistant Director level and three (3) years functional experience in Performance Management. Knowledge: Public Service Act, Public Service Management Act, Treasury Regulation, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations, PSCBC Resolutions, PMDS Policy. Skills: Strategic Management, Financial Management, Facilitation, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, Problem solving.

**DUTIES** : Manage administration of individual performance management committee system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System for SR1-12. Manage the coordination and facilitation of support to Committee Service in the Branch. Manage PMDS SMARTGOV Platform. Develop, Review and Manage the implementation of PMDS Policies and processes to ensure compliance.

**ENQUIRIES** : Mr S Nkhabelane Tel No: (012) 309 4612  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ13@labour.gov.za](mailto:Jobs-HQ13@labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office

**POST 19/68** : **MR6 LEGAL ADMINISTRATION OFFICER SENIOR REF NO: HR 4/25/06/04HO**

**SALARY** : R586 956 –R1 386 972 per annum, (OSD salary package)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : LLB Degree plus Admitted to practice as an Attorney/ Advocate in the High Court of South Africa. Eight (8) years appropriate legal experience. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic

		Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Employment Services Act, Departmental Policies and Procedures. Skills: Planning and organizing, Communication, Computer literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.
<b><u>DUTIES</u></b>	:	Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department. Management of resources of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr NG Mditshwa Tel No: (012) 309 4535
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ14@labour.gov.za">Jobs-HQ14@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMS REF NO: HR 4/25/06/05HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor's Degree (NQF7) in Social Work/ Psychology/ Occupational Health and Safety plus registered with South African Council for Social Services Professions (SACSSP) or Health Professions Council of South Africa (HPCSA). Drivers' license. Four (4) year's experience of which two (2) years Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employee Health and Wellness. Knowledge: Departmental policies and procedures, Human Resource Management Policies, Human Resource Systems and Procedures, Code of Ethics, Batho Pele Principles, Employee Health and Wellness Strategic Framework, Relevant HIV and Aids related legislations, EHWP Policies. Skills: Communication and Interpersonal skills, Counselling skills, Confidentiality and Code of Ethics, Negotiation skills, Decision making skills, Organisational skills, Computer literacy, Motivational skills, Team building, Presentation skills, Report writing, Problem solving skills.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of Employee Health and wellness programmes and services in the Department. Coordinate and facilitate HIV/ AIDS and TB programmes in the Department. Coordinate and implement Health and Productivity programmes in the department. Coordinate and implement Wellness and programmes in the Department. Facilitate the implementation of Employee Health and Wellness strategic framework.
<b><u>ENQUIRIES</u></b>	:	Ms L Rudah Tel No: (012) 309 4659
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ12@labour.gov.za">Jobs-HQ12@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 4/25/03/06HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Change Management. Knowledge: Change Management principles and methodologies, Understanding of efficiency promotion including the development of Organisational structure, job profile design, job evaluation, Business Process Management, Organisational Behaviour, Basic Understanding of policies, regulations, prescripts and legislation, DPSA Resolutions and Guidelines, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation and presentation, Project Management, Computer, Good Communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.

<b><u>DUTIES</u></b>	:	Implement change management framework, strategy and interventions in the Department. Implement employee engagement strategy in the Department. Conduct individual and organizational climate and culture surveys. Conduct and co-ordinate all other organizational development services such as conducting organizational development investigations, development and review of job profile, conduct job evaluation processes, and development business process improvement in the Department. Manage resource (Finance, Human and Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Mr. S Nkhabelane Tel No: (012) 309 4612
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ17@labour.gov.za">Jobs-HQ17@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMIN SUPPORT REF NO: HR4/4/4/03/22</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Provincial office: Gauteng, Parktown
<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Office Management, Public Management, Public Administration/ Business Management/ Business Administration. Four (4) years" experience of which two (2) years at Supervisory level (Senior Admin Office/ Practitioner and two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Public Service Regulations, SDLA, OHS Act, COIDA, UIA, UI Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening & observation, Innovative, Analytical and Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Perform all administration pertaining to inspections and enforcement services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the IES. Compile reports for the complex cases that require attention of the Chief Director. Attend to DG and Ministerial enquiries. Manage the resources in the sub-section.
<b><u>ENQUIRIES</u></b>	:	Mr M Tshabalala Tel No: (012) 309 0500
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to <a href="mailto:Jobs-GP25@labour.gov.za">Jobs-GP25@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng.
<b><u>POST 19/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/6/04</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	A three year relevant tertiary qualification at NQF6 in Communication Science/Marketing/Public Relation/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in a media/public relations/marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication Skills, Problem solving skills, Listening and observation, Negotiation, Event Management.
<b><u>DUTIES</u></b>	:	Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoL in the province (daily). Organize stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoL at Provincial level (monthly). Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the Province such as Imbizo outreach. Programmes, outside broadcasts, national commemorative days etc (yearly).

<b><u>ENQUIRIES</u></b>	:	Ms. TE Maluleke Tel No: (015) 290 1768
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/73</u></b>	:	<b><u>EMPLOYER SERVICES PRACTITIONER (ESP2) REF NO: HR4/4/1/36</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Mdantsane
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<b><u>DUTIES</u></b>	:	Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.
<b><u>ENQUIRIES</u></b>	:	Mr LB Mduduma Tel No: (043) 285 0400
<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X19, Mdantsane, 5219 or hand deliver at Department of Employment and Labour Mazaule Street, N.U.1, Mdantsane. E-mail: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a>
<b><u>POST 19/74</u></b>	:	<b><u>SENIOR MEDIA PRODUCTION OFFICER (GRAPHIC DESIGNER) REF NO: HR 4/25/06/07HO</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification at NQF6 as recognized by SAQA in Media Production/ Graphic design/ Media Studies /Multimedia/Brand Design Communication/ Web development. A valid driver's licence will be an added advantage. Three (3) years functional experience in the graphic design/Media Production. Knowledge: Specific knowledge of Apple Mac Platform, including the software packages Adobe photoShop, Illustrator, InDesign and quark Xpress, PC platform and all Microsoft Office software (Outlook Word, Excel and Powerpoint), Photography and photographic equipment, Printing processes and requirements, Public service regulations. Skills: Design and layout, Strategic and capability design conceptualization, Adaptive to change(software and organization, machineries), Service delivery innovation, Excellent Time Management(100% adherence to deadlines), Great interpersonal, Excellent communication both verbal and written, Client orientation and customer focus, Program and project management, Effective communication and decision making, problem solving and analytical abilities, Negotiation, technical and commercial, Computer literacy.
<b><u>DUTIES</u></b>	:	Conduct and use systems to ensure efficient and effective production of publicity material. Design and layout of publicity material for the Department. Coordinate the quotations process for the publications. Prepare artwork for Social Media. Prepare artwork for printing. Execute the photography for in-house Departmental events.
<b><u>ENQUIRIES</u></b>	:	Mr Itumeleng Motsepe Tel No: (012) 309 4963
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ6@labour.gov.za">Jobs-HQ6@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office



<b><u>POST 19/75</u></b>	:	<b><u>SENIOR STATUTORY SERVICES OFFICER REF NO: HR4/4/6/06</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	BPROC/LLB/BCOM Law. 1 year in the Legal/Compliance environment. A valid driving licence. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levies Act (SDLA). Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
<b><u>DUTIES</u></b>	:	Assist in court for enforcement of IES. Manage the implementation of enforcement processes for IES. Manage the advocacy strategy for the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Compile the stats for the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/76</u></b>	:	<b><u>EMPLOYMENT EQUITY: INSPECTOR REF NO: HR4/4/6/08</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Labour Law NQF6/ Advance Labour Law NQF 7/ Post Grad in Labour Law NQF 8/ Law degree/ BCOM law. One (1) to two (2) year functional experience in Employment Equity inspections is an added advantage. A valid driver's license. Knowledge: Department policies and procedures, Basic Conditions of Employment Act, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, Employment Services Act, Unemployment Insurance Act, UI Contributions Act. Skills: Planning and Organizing, Computer literacy, Conflict handling, Problem solving skills, Interviewing skills, Presentation, Analytical, Communication Skills, Interpersonal.
<b><u>DUTIES</u></b>	:	Conduct EE procedural inspections and DG reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of Provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal Inspector and identity challenges on the files and advise on the way forward.
<b><u>ENQUIRIES</u></b>	:	Mr. MI Makgobola Tel No: (015) 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/77</u></b>	:	<b><u>TEAM LEADER REF NO: HR4/4/6/09</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Makhado
<b><u>REQUIREMENTS</u></b>	:	Three (3) year's National Diploma (NQF 6)/undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement services. A valid driver's license. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. SKILLS: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute

		investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-MAKH@labour.gov.za">Job-MAKH@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/78</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: HR4/4/6/05</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Provincial Office, Limpopo
	:	Three (3) year's tertiary or equivalent qualification at NQF6 in Finance/Accounting. Two (2) year's functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict. Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.
<b><u>DUTIES</u></b>	:	Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and Safety-net). (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the province. Proper control of Petty cash (Daily). Clear suspense accounts and unallocated accounts before month closure (Monthly).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Ml Makgobola Tel No: (015) 290 1723.
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/79</u></b>	:	<b><u>ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/6/07</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Provincial Office, Limpopo
	:	Three years' relevant tertiary qualification at NQF6 in Risk Management / Internal Audit. 2 years' functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. TE Maluleke Tel No: (015) 290 1768
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 19/80</u></b>	:	<b><u>OHS INSPECTOR: OCCUPATIONAL HEALTH &amp; HYGIENE REF NO: HR4/4/10/16</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum
	:	Labour Centre: Mthatha

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus a 3-year recognized qualification (NQF6 SAQA recognized) in Occupational Hygiene/Environmental Health. A valid driver license. Registration with the relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms S Zaula Tel No: (047) 501 5600
<b><u>APPLICATIONS</u></b>	:	No 18 Corner of Madeira & Elliot Streets, Old Manpower Building, Mthatha, 5100 Labour Centre Operations Private Bag X5080, Umtata, 5100 Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>
<b><u>POST 19/81</u></b>	:	<b><u>CHIEF PROVISIONING ADMIN CLERK REF NO: HR4/4/6/11</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three (3) year's relevant tertiary qualification at NQF6 in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance & Provisioning Services. Knowledge: Public Finance Management Act (PFMA). Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and closed tender processes in compliance with SCM policies and Treasury. Procure goods and services in line with relevant prescripts in the province. Provide Inventory Management Support to ensure effectiveness and efficient in the province. Manage all resources of the Directorate. (Daily)
<b><u>ENQUIRIES</u></b>	:	Mr. Ml Makgobola Tel No: (015) 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/82</u></b>	:	<b><u>INSPECTORS REF NO: HR4/4/6/10 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Thohoyandou
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification at NQF6 in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and 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, Unemployment Insurance Contributions 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, Communication Skills (Verbal and Written).
<b><u>DUTIES</u></b>	: 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) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	: Ms. TE Maluleke Tel No: (015) 290 1768
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-THD@labour.gov.za">Job-THD@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/83</u></b>	: <b><u>MEDIA PRODUCTION OFFICER REF NO: HR 4/25/06/08HO</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Media Production/ Graphic design/ Marketing/ Digital Marketing/ Communication Science/ Web development. One (1) year functional experience in media production, social media management or digital content creation. Knowledge: Knowledge of programmes and legislation of the Department of Employment and Labour, Protocols and guidelines for the Electronic media (Social media and website), Video shooting and editing, Website and Social media management, Social Media platforms and tools, Live streaming technologies and platforms. Skills: Proficiency in video editing software (e.g. Adobe Premiere Pro, Final Cut Pro etc.), Excellent photography and photo editing skills, Graphic design skills (e.g. Adobe Photoshop, Illustrator etc.), Written and verbal communication, Ability to manage multiple projects and meet deadlines, Client Service, Communication, Administrative, Interpersonal, Planning and organising, Negotiation.
<b><u>DUTIES</u></b>	: Administer the Department's Electronic Media (Website, Intranet, Social Media and Exchange Postmaster. Implement and monitor standards, norms and protocols for the Electronic Media. Generate content for social media accounts.
<b><u>ENQUIRIES</u></b>	: Mr L Ramutloa Tel No: (012) 309 4678
<b><u>APPLICATIONS</u></b>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ3@labour.gov.za">Jobs-HQ3@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 19/84</u></b>	: <b><u>INFORMATION SECURITY OFFICER REF NO: HR 4/25/06/07HO</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum
<b><u>CENTRE</u></b>	: Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	: Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Security Management/ Security Risk Management. PSIRA – Grade B. One (1) year functional clerical/ administrative experience in Security Management/ Information Services. Knowledge: Minimum Information Security (MISS) policy document, Information Security, Financial Management, Departmental policies and procedures, Private Security Industry Regulatory Authority, OHS Act, Criminal Procedure Act, Public Finance Management Act. Skills: Listening and observation, Communication skills, Problem Solving, Diversity facilitation Skills, Computer Literacy, Verbal and Written Communication.
<b><u>DUTIES</u></b>	: Administer Pre-employment screening requests. Capture Z204 forms on the SVIS system. Implement document security measures. Administer Declaration of Secrecy forms. Receipt results from SSA.
<b><u>ENQUIRIES</u></b>	: Mr. I Seapose Tel No: (012) 309 4718
<b><u>APPLICATIONS</u></b>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ1@labour.gov.za">Jobs-HQ1@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Head Office

**POST 19/85** : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/1/165 (X2 POSTS)**

**SALARY** : R325 101 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Three (3) year tertiary qualification at NQF6 in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.

**ENQUIRIES** : Ms A Mayedwa Tel No: (043) 701 3289  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Email: [Jobs-EC10@labour.gov.za](mailto:Jobs-EC10@labour.gov.za)

**FOR ATTENTION** : Chief Director: Provincial Operations

**POST 19/86** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X7 POSTS)**

**SALARY** : R269 499 per annum  
**CENTRE** : Labour Centre: Butterworth Ref No: HR 4/4/1/140 (X1 Post)  
Labour Centre: Komani Ref No: 4/4/1/141 (X1 Post)  
Labour Centre: Polokwane Ref No: HR4/4/6/12 (X2 Posts)  
Labour Centre: Mokopane Ref No: HR4/4/6/13 (X2 Posts)  
Labour Centre: Maletswai Ref No. HR4/4/10/15 (X1 Post)

**REQUIREMENTS** : Three (3) years' qualification at NQF6 in Labour Relations/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (own work), Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written communication skills.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Ms N Getyeza Tel No: (047) 491 0656 (Butterworth)  
Mr S Thambo Tel No: (045) 807 5477  
Ms TE Maluleke Tel No: (015) 290 1768  
Mr R Mbali Tel No: (051) 633 2633 (Komani)

**APPLICATIONS** : **Butterworth:** Deputy Director: Labour Centre Operations, Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: [Jobs-EC9@labour.gov.za](mailto:Jobs-EC9@labour.gov.za)  
**Komani:** Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: [Jobs-EC2@labour.gov.za](mailto:Jobs-EC2@labour.gov.za) For Attention: Deputy Director Labour Centre Operations  
**Polokwane:** Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or [Job-PLK@labour.gov.za](mailto:Job-PLK@labour.gov.za) for Polokwane and [Job-MKP@labour.gov.za](mailto:Job-MKP@labour.gov.za) for Mokopane. For Attention: Sub-directorate: Human Resources Management, Polokwane.

**Maletswai:** Deputy Director: Labour Centre Operations, P.O. Box 148, Maletswai 9756, Hand deliver at No.80b Somerset Street Maletswai,9756. Email:Jobs-EC6@labour.gov.za

<b><u>POST 19/87</u></b>	:	<b><u>CLIENT SERVICES OFFICER: COIDA REF NO: HR4/4/10/14</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Gqeberha
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles). Skills: Computer Literacy, Business writing skills, Listening skills, Telephone etiquette and Basic Interpersonal skills.
<b><u>DUTIES</u></b>	:	Receive and verify documents for registration. Register claims on the Operational System. Assist employer services at the kiosk, online system and service centre. Handle all services related queries complaints.
<b><u>ENQUIRIES</u></b>	:	Mr M Ngqolowa Tel No: (041) 506 5116
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations, Private Bag X6045, Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000 Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>
<b><u>POST 19/88</u></b>	:	<b><u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Tzaneen Ref No: HR4/4/6/14 (X1 Post) Labour Centre: Lephalale Ref No: HR4/4/6/15 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management Service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the Records Management in a Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Mr. Ml Makgobola Tel No: (015) 290 1723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-TZN@labour.gov.za">Job-TZN@labour.gov.za</a> for Tzaneen and Job-LEPH@labour.gov.za for Lephalale.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane.
<b><u>POST 19/89</u></b>	:	<b><u>SECURITY OFFICER REF NO: HR 4/25/06/08HO</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate (NQF4) plus Grade C Security Certificate, registered with SIRA. No experience required. Knowledge: Batho Pele Principles, DeL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of Access to information Act, OHS Act. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Computer Literacy.
<b><u>DUTIES</u></b>	:	Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries at Laboria House.
<b><u>ENQUIRIES</u></b>	:	Mr. F Tshikovhi Tel No: (012) 309 4066
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ20@labour.gov.za">Jobs-HQ20@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office

<b><u>POST 19/90</u></b>	:	<b><u>DRIVER REF NO: HR 4/4/1/154</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: East London, Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Grade 10. Valid Driver's license. Knowledge: Departmental policies and procedures, Public service Regulation Act, Public service Act, all legislations relevant to the Post, Working knowledge of Ministry operations. Skills: Interpersonal, Communication (verbal and written), Computer literacy, Driving, Time management and conflict resolution.
<b><u>DUTIES</u></b>	:	Collect and deliver documents, Correspondences from different places e.g. Post Office, other Departmental Offices. Transport employees in the office of the Minister and guests and special advisors of the Minister to and from different area. Render a general support function into the office of the Minister. Maintain knowledge on the policies and procedures that applies in the work environment.
<b><u>ENQUIRIES</u></b>	:	Mr. MM Nohesi Tel No: (043) 701 3029
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London.
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations Email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>

## GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

**APPLICATIONS**

- : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>

**CLOSING DATE**

- : 23 June 2025 at 12 pm.

**NOTE**

- : Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts Applications: The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities. The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

**OTHER POST****POST 19/91**

- : **TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP) REF NO: G05/2025**

Term: Date of assumption of duty till 30 June 2026 Fixed-Term Contract

**SALARY  
CENTRE  
REQUIREMENTS**

- : R325 101 – R382 959 per annum (Level 07), plus 37% in lieu of benefits
- : Pretoria
- : National Diploma/ Advanced Certificate (NQF Level 6) in administration, office management, project management or business administration, or any other related field. A minimum of 3-5 years relevant administrative and/or secretarial experience, experience in the use of MS Office packages, i.e. MS Word, MS Excel, MS PowerPoint, Internet Explorer, MS Outlook, strong computer literacy and administration skills, experience in English business writing skills and minute taking, experience in management of logistics relating to meetings, project management skills will be an added advantage. Experience in the public sector will also be an added advantage. Competencies Required: Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. Concern Quality and Order: Desire to see things done logically, clearly and well. Effective Communication: Ability to transmit and receive information clearly and communicate to others by considering their points of view in order to respond appropriately. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation, display high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others. Resources Planning: Organises work, sets priorities and determines resources requirements, determine short- or long-term goals and strategies to achieve them, coordinates with other organisations or parts of the organisation to accomplish goals. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals. Groups



and cultures. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Information Management: The ability gathers, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject.

## **DUTIES**

: Diary and meetings administration; Administer appointments and meetings schedules including setting up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule. Administer meeting arrangements including confirming meeting arrangements, such as meeting rooms, parking, presentation aids, and catering and refreshments where required. Preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compiling and distribution of meeting packs, arranging security and transport for delegates from other government and international institutions. Administer meeting minutes including taking, typing up and distributing minutes, following up on decisions arising from meetings, filling and archiving meeting minutes, notes, agenda, and documents. Documents and reports assistance and administration: Administer all electronic and hard copy documents such as correspondence, memo's, agreements and reports including acknowledging receipt of incoming document, notifying priority, and tracking required response and/or handling, following up on deadlines for documents for submission. Assisting with the preparation and finalization of documents including, taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources), laying out and typing documents and compiling presentations, proofreading and quality control of documents, effecting necessary changes as requested and finalizing documents, noting the distribution, confidentiality and indexing requirements. Produce and distribute documents including, and as required, printing/ copying, packaging and faxing/ delivering/ couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including indexing, filling, and archiving of documents, conducting electronic data clean ups and backups, handling, document with utmost discretion. Client, staff and project teams support: Receive and assist externa and internal visitors and staff, assist with the resolution of client and staff and queries, work with and/or as part of the technical project teams when needed to provide administrative and secretarial support, assist Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic Communication Administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Develop and maintain the MFIP contacts directory. Coordinate telephone accounts for Directors and submit to the relevant parties on a monthly basis. Office Administration: Organise and maintain own and common business unit areas, process, order and monitor office resource and stationery requests and needs receipt and distribution and monitor, report and ensure equipment and furniture maintenance, cleaning repairs. Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers. Assist with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule). Follow up on and organize the preparation and submission of travel reports and reconcile and organize the requisitioning and reimbursement of subsistence and travel claims.

## **ENQUIRIES**

: HR Enquiries: Kaizer Malakoane at 066 250 7072 /[kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.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.*

<b><u>APPLICATIONS</u></b>	:	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 <a href="mailto:recruitment@health.gov.za">recruitment@health.gov.za</a> quoting the reference number on the subject e-mail.
<b><u>FOR ATTENTION</u></b>	:	Ms M Shitiba
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>NOTE</u></b>	:	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.

## OTHER POST

<b><u>POST 19/92</u></b>	:	<b><u>DEPUTY DIRECTOR: HEALTH INTERNATIONAL STRATEGIC PROGRAMME (HISP) REF NO: NDOH 45/2025</u></b> Chief-Directorate: Human Resources for Health
<b><u>SALARY</u></b>	:	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Grade 12 certificate and NQF 7 qualification in Health Science / Social Sciences. A postgraduate NQF 8 in the same fields will be an advantage. At least three (3) years' experience at an Assistant Director or equivalent level. Knowledge of the Public Service Legislation, planning and policy development processes and understanding of the health system. Good communication (verbal and written), analytical, project and research management, presentation, stakeholder management, strategic, planning, data and

information analysis, as well as computer skills. Ability to work independently and as part of a team. A valid driver's license.

**DUTIES**

- :
- Coordinate Human Resources for Health Interventions on International Health programmes including the implementation of the SADC HRH Strategy and National Action Plan for Health Security (NAPHS) for compliance with International Health Regulations, development, monitoring and evaluation of implementation of the HRH (Human Resource for Health) strategy at all levels of the health system. Coordinate and support health workforce planning across provinces. Coordinate and facilitate planning of the HRH for the health system. Coordinate and facilitate the development of systemic human resources for health policies.

**ENQUIRIES**

- :
- Ms. G Buthelezi Tel No: (012) 395 8707

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(EKURHULENI EAST TVET COLLEGE)**

<b><u>APPLICATIONS</u></b>	:	Received After the Closing Date Will Not Be Considered. Please Forward Your Application, Quoting the Reference Number To: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560 Or Email to: <a href="mailto:INFO@EEC.EDU.ZA">INFO@EEC.EDU.ZA</a>
<b><u>CLOSING DATE</u></b>	:	25 June 2025 at 16H00.
<b><u>NOTE</u></b>	:	Applications must be submitted on z83 form obtainable from any public service department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must be accompanied by a recently updated comprehensive cv (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

**OTHER POSTS**

<b><u>POST 19/93</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: EEC-TLAB-01/2025</u></b> Branch: Technical And Vocational Education and Training (1 Year Fixed Term Contract) These posts are based in Ekurhuleni East TVET College
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09), (all-inclusive remuneration package) TVET Colleges An appropriate Grade 12 / Matric Certificate / Level 4 Certificate. National Diploma / Degree in Human Resource Management with Labour Relations or related field, 3-5 years working experience in the field being applied for. 1-2 years supervisory experience. A Valid Driver's Licence. Knowledge of practice notes, national and provincial policy frameworks relevant to Labour Relations and other Human Resource Management issues. Knowledge of the Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act, Skills Development Act, Basic Conditions of Employment Act, Collective Agreements (Resolutions) at GPSSBC, ELRC and the PSCBC including any other related legislation Planning and Organising .Problem solving ,Research skills, Analytical skills, Computer skills, Report writing skills, Inter –personal relations, Verbal and written communication, Presentation and Facilitation Skills, Leadership skills, Professional ,Client service focus, Integrity, ,Committed and Proactive.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of labour relations related to the conditions of Service; Ensure that all Employment Related legislation; policies; Collective Agreements are implemented and adhered to by both management and staff. Workshop all labour relations related legislations; policies and Collective Agreements for managers and all staff to create clear understanding. Provide

advice relating to labour relations matters. Investigate discipline, grievance cases and disputes within the College; Conduct investigation on discipline and grievances cases. Compile discipline and grievance reports. Record and administer disciplinary and grievance cases on the relevant recording system/database. Participate in Disciplinary Hearing sittings and provide case management services. Co-ordinate the disciplinary processes for both Support and Lecturing Personnel. Render necessary and relevant advice on taking labour relation decision within time frames as per relevant legislations. Provide statistical information on discipline and grievances cases. Facilitate the implementation of the Code of Conduct in the College. Workshop Code of Conduct to all staff. Provide statistical information relating to Code of conduct and update database. Advice management and staff on labour relations issues; Counsels and/or directs supervisory and management responses on potential problems/ issues to effect fair and reasonable resolution before such issues become grievances and/or disputes. Facilitate for the necessary and relevant interventions in times of conflict and crisis. Provides advice and guidance to managers and supervisors on the avoidance of conflict, tension and unnecessary industrial action. Administration of strikes and other forms of industrial Action; Administer the management of strikes and any other form of industrial action. Facilitate a conducive environment between employer and employee /employee representatives. Take minutes during meetings with employer and employee /employee representatives. Comply with DHET and College policies and procedures.

<b><u>ENQUIRIES</u></b>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / <a href="mailto:info@eec.edu.za">info@eec.edu.za</a>
<b><u>NOTE</u></b>	:	All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
<b><u>POST 19/94</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY</u></b> <b><u>MANAGEMENT REF NO: EEC-RIST-01/2025</u></b> Branch: Technical and Vocational Education and Training (1 Year Fixed Term Contract) These posts are based in Ekurhuleni East TVET College
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	TVET Colleges
<b><u>REQUIREMENTS</u></b>	:	An appropriate Grade 12 / Matric / Level 4 Certificate. National Diploma/Degree in Risk Management / Internal Audit. 3-5 years' experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver's licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<b><u>DUTIES</u></b>	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Promotes ethics and integrity management: Ensure implementation of ethics and integrity Management. Coordinate ethics

		workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. Comply with DHET and College policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / <a href="mailto:info@eec.edu.za">info@eec.edu.za</a>
<b><u>NOTE</u></b>	:	All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
<b><u>POST 19/95</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EEC-TSCM-01/2025</u></b> Branch: Technical And Vocational Education and Training (1 Year Fixed Term Contract) These posts are based in Ekurhuleni East TVET College
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09), (all-inclusive remuneration package) TVET Colleges An appropriate Grade 12 / Matric Certificate/ Level 4 Certificate. Bachelor's Degree (NQF 7) Qualification in Finance, Logistics, Supply Chain or Procurement. 3-5 years' experience in Supply Chain Management and public sector procurement; Proven experience in managing Supply Chain Management staff, Operational, financial management, Governance, ethics and values in financial management and performance reporting. 2 - 3 years supervisory experience. A Valid Driver's Licence. Knowledge of Public Finance Management Act (PFMA), National Treasury's supply chain management guidelines, Treasury Regulation, Instructions Notes and Supply Chain Management Practice Notes, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (B-BBEE) Act, Understanding and knowledge of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship management, Computer Literacy. Communication skills, Problem-solving skills, Customer service orientated, Interpersonal skills, Integrity, Accountability, Monitoring and reporting, Confidentiality, fairness, respect, honesty and proactiveness.
<b><u>DUTIES</u></b>	:	Procurement of goods and services; Provide revision on summary of quotation, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements; Ensure sourcing of quotations from accredited suppliers through College Database; Ensure arrangement and co-ordination of briefing sessions where necessary; Conduct supplier evaluation; Implement procurement policies and procedures in line with relevant prescripts and legislations. Facilitate generation of purchase orders, submission for approval and submission of an approved purchase order to the relevant parties; Facilitate the receipt of goods through MIS and submission to the finance department. Tender Process Administration; Facilitate the recording of goods requisition from the initiator on the requisition register; Ensure submission of the specification to the Bid Specification Committee and submission to finance department for budget purposes; Verify the tender advert before submission to the media; Facilitate arrangement and co-ordination of tender briefing sessions and preparation of attendance register; Verify proof of payment from suppliers before issuing a tender document; Ensure preparation of a tender document upon receipt from tender bid specification committee. Administration of Evaluation Process and Adjudication Process; Facilitate the reconciliation submission register with the tender documents received; Facilitate preparation of logistics including a registers and stationery for the Evaluation and Adjudication Committees; Ensure that the tender files are updated regularly and serve as an observer in the Evaluation and Adjudication Committee; Facilitate preparation and submission of appointment letters for review. College Database Administration; Verify a prepared submission that request approval

for inviting suppliers; Verify the prepare advert before submission to the media; Ensure the verification of supplier's documents for compliance; Submit all recorded supplier documents for recommendation; Facilitate regular updates of database for approved suppliers; Provision of administrative support to the department and comply with College policies and procedures; Comply with relevant college policies and procedures; Provides reports relating to procurement; Submit performance assessments within prescribed due dates; Ensure keeping of records relating to procurement; Plan for the training and development of staff in line with PDP's; Conduct regular SCM Department staff meetings. Participate in the financial year-end preparation process. Management of all Human, Financial and other resources of the unit, Comply with DHET and College policies and procedures.

**ENQUIRIES**

: Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / info@eec.edu.za

**NOTE**

: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

**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.*

<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

**MANAGEMENT ECHELON**

<b><u>POST 19/96</u></b>	:	<b><u>DIRECTOR: FINANCE (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Provincial Office – Free State Ref No: 25/07/FS Limpopo Provincial Office – Polokwane Ref No: 03/25/LMP
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification as recognized by SAQA in Financial Management/ Financial Accounting/ Internal Audit; Nyukela Certificate (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services, Manage human, finance and other resources
<b><u>ENQUIRIES</u></b>	:	Free State: Ms N Dywili at (073) 775 0709



Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037

**APPLICATIONS**

: **Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X20578, Bloemfontein, 9300, hand deliver it at 108 St Andrews Street (co St Andrew and West Burger Street), Bloemfontein 9300.

**Limpopo:** Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699

**OTHER POSTS**

**POST 19/97**

: **SENIOR LEGAL ADMINISTRATION OFFICER: SEXUAL OFFENCES MATTERS (MR-6) REF NO: 25/65/CA**

**SALARY**

: R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: National Office: Pretoria

**REQUIREMENTS**

: An LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of South African Legal System, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act; Knowledge and experience in office administration. Skills and Competencies: Legal research and drafting; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Team leadership.

**DUTIES**

: Key Performance Areas: Manage the implementation of internal, regional and domestic legal frameworks on the management of sexual offences matters; Facilitate stakeholder management for a cohesive and coordinated implementation of interventions against sexual offences; Manage the development and implementation of initiatives and programmes on sexual offences; Provide effective people management.

**ENQUIRIES**

: Mr S Kgafela Tel No: (012) 315 1042

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**POST 19/98**

: **SENIOR LEGAL ADMINISTRATION OFFICER: VICTIM SUPPORT SERVICES (MR6) REF NO: 25/66/CA**

**SALARY**

: R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: National Office: Pretoria

**REQUIREMENTS**

: An LLB Degree; At least 8 years appropriate post qualification legal experience; Knowledge of the international and regional protocols on victim-support services; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution and the relevant Domestic Legal Framework on victim-support services, particularly the Service Charter for Victims of Crime and the Presidential Summit Declaration against Gender-based Violence and Femicide of 2019; Knowledge and experience in office administration and management. Skills and Competencies: Legal research; Project management; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness;

	Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Problem resolving and decision making; Planning and organising; Team leadership.
<b><u>DUTIES</u></b>	: Key Performance Areas: Manage the implementation of internal, regional and Domestic Legal Frameworks on victim support services; Establish a victim-centric justice system for all victims of crime; Manage stakeholder engagements towards the establishment of a cohesive and coordinated victim-centric justice system; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	: Mr S Kgafela Tel No: (012) 315 1042
<b><u>APPLICATIONS</u></b>	: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>POST 19/99</u></b>	: <b><u>ASSISTANT DIRECTOR: FINANCE REF NO: 25/VA09/NW</u></b>
<b><u>SALARY</u></b>	: R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Provincial Office NW- Mafikeng
<b><u>REQUIREMENTS</u></b>	: An NQF level 7 qualification in Accounting / Finance / Supply Chain Management as recognised by SAQA; A minimum of 3 years relevant experience in financial/assets environment of which 2 years should be at supervisory level; Knowledge and proper understanding of the Supply Chain Management framework; Knowledge of Supply Chain Management acquisition practices; National Treasury Regulations; Policy application and interpretation. Skills and competencies: Communication skills (verbal and writing); Budgeting and financial management; Customer service orientation; Problem analysis; Research and analytical skills; Strong leadership with strategic capabilities; Monitoring and Evaluation and report writing; Accuracy and attention to detail; Presentation and facilitation skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.).
<b><u>DUTIES</u></b>	: Key Performance Areas: Coordinate, monitor and facilitate the collection and recording of revenue in line with relevant prescripts and procedures. Inventory Management and Payment of suppliers; Coordinate debt management, development and implementation of revenue monitoring and reporting corrective measures; Coordinate and facilitate expenditure management; Coordinate and facilitate financial expenditure reporting against budget; Provide effective people management.
<b><u>ENQUIRIES</u></b>	: Ms. PM Seletedi Tel No: (018) 397 7088/ 7106
<b><u>APPLICATIONS</u></b>	: Interested applicants must submit their application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**DEPARTMENT OF MILITARY VETERANS**

*The Department of Military Veterans is an equal opportunity affirmative action employer. It is our intention to promote representativity (Race, Gender and Disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans corner 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. Email Address: E-mailed applications will be accepted: [Hra@dmv.gov.za](mailto:Hra@dmv.gov.za)
- FOR ATTENTION** : Acting Director: Human Resource Management
- CLOSING DATE** : 23 June 2025 at 15h30
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV with contactable references (telephone numbers and email addresses must be indicated). Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licenses/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified documents of ID and qualifications on or before the day of the interview. Only shortlisted Non-RSA Citizens/Permanent Resident Permit Holders will submit a copy or proof of his/her Permanent Residence to his/her application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. For all Senior Management Services (SMS) course, endorsed by the National School of Government (NSG), is a requirement for SMS appointment posts. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates for SMS posts may be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and possible technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance reserves the right not to make appointment(s) to the advertised post(s). Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants who previously applied are encouraged to re-apply.

**MANAGEMENT ECHELON**

- POST 19/100** : **DIRECTOR-GENERAL: MILITARY VETERANS REF NO: DMV01/05/2025**  
Five (5) year Fixed Term Contract  
Re-advertisement
- SALARY** : R2 259 984 – R2 545 854 per annum (Level 16), (an all-inclusive remuneration package) comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior Certificate, appropriate postgraduate qualification in Public Administration, Public Management or Social Services or relevant post

graduate qualifications (NQF level 8) as recognised by SAQA. 10 years of relevant experience at a senior management level. The candidate must have executive management experience and experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. Knowledge in Strategic Leadership, Prescripts, policies and business ethics as well as Government wide policies. Ability to interpret and apply policies and legislations. Knowledge of the Constitution, Public Service Act, 1994, Public Finance Management Act, 1999, and the National Development Plan, Deep knowledge of relevant Government legislation, policies, and priorities, Ability to interpret and apply policies and legislations. People Management and Empowerment. Financial management, Project and Programme Management and Change management. Personal attributes: Interpersonal relations, Integrity, Confidential, Courteous, Responsive, Fairness, Credibility, Commitment and Compassionate. Skills in Report writing, Research, Presentation, Analytical at macro as well as micro level, Motivational, Decision making, Facilitation, Project Management and Strategic planning and management, and strategic thinking.

## **DUTIES**

: Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of ,and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Monitor that the DMV adheres to the provisions of the government's regulatory prescripts, Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements ( SLA's ) , Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Provide strategic direction and guidance on the provision of Military Veterans socio economic support services; research and policy services; beneficiary support services; provision and coordination of housing, pension, compensation and healthcare, wellness support services benefits for Military Veterans. Guide and direct efficient and effective delivery of Military Veterans empowerment and stakeholder management programmes as well as oversee the implementation of Military Veteran's Skills development and empowerment programmes. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister Defence and Military Veterans for in line with the mandate of the Minister. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, implementation of government policies and legislative compliance. Serve as the Accounting Officer/ Head of Department in line with the requisite legislative and regulatory prescripts for financial management, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry, Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions, Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations: Participate and represent the department in various for a, Work collaboratively with entities within the

Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the relevant Government Clusters and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister. Manage the performance of staff reporting directly to the Director General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director-General, Manage the Personal Development of staff and assess performance in line with the Performance Management and Development System.

**ENQUIRIES**

:

Mr P.J Sengwane Tel No: (012) 765 9358

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

*The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of these posts. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.*

- APPLICATIONS** : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference number, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 23 June 2025
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

## MANAGEMENT ECHELON

- POST 19/101** : **ECONOMIC ADVISORY SPECIALIST REF NO: 027**
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's Degree in Economics or Minerals Economics or Petroleum Economics (NQF 9), Plus a minimum of 10 years' experience within the Economic environment of which 5 years is Senior Managerial level: Knowledge of: Macro and micro economic analysis. Understanding of Minerals and Petroleum Resources policies and legislation. Understanding of principles of

research methodology and policy analysis. Government processes. Development and Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies. Skills: Communication (Verbal, written, liaison). Influencing skills. Problem solving and analysis. Negotiation skills. Management & Organisation skills. Advanced Analytical skills. Good interpersonal relation at all levels. Conflict management skills. Numerical. Organising and Coordinating. Creativity and innovation. Facilitation and implementation. Proven management skills. Financial Management. Negotiation and consultation skills. Strategic capability and leadership, Thinking demands: Creative/Innovative thinker. Ability to analyse financial information and Logical. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

<b><u>DUTIES</u></b>	:	Provide leadership, undertake research and analysis in the minerals and petroleum economic sector and produce reports thereof. Advice and assist management with strategic issues on all economic related matters. Mentor DMPP officials in all matters related to the economic sector (transfer of skills to identified internal people). Ensure the preservation of specialist technical knowledge and information for business continuity.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngcwabe Tel No: (012) 444 3004
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment13@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured females or males and persons with disability are encouraged to apply.

#### **OTHER POSTS**

<b><u>POST 19/102</u></b>	:	<b><u>DEPUTY DIRECTOR: MINE ECONOMIC REF NO: 028</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all- inclusive package)
<b><u>CENTRE</u></b>	:	Eastern Cape, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ BTech / Advanced Diploma in Mining Engineering/ Mine Survey/ Geology/ Accounting/ Economics/ Auditing with Mine Economics or Mine valuation as subject (NQF7) and a minimum of 3 years' experience at a junior management level in mine economics and Valid Driver's Licence. Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In depth mining technical knowledge. In depth economic knowledge. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at an executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demand: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of the State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding flow and accounting systems and internal economies of mines. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Develop and review policies, frameworks and regulations related to mine economics. Manage the adjudication of mineral project applications for prospecting, mining permit and mining rights in terms of MPRDA to ensure sustainability of mining operations. Oversee/ Conduct compliance inspections

		on all prospecting and mining operations where rights are granted. Conduct mine and asset valuations for tax purposes. Organise and conduct workshops on mine economics for stakeholders in the mining industry and local communities, in coordination with the Regional Office. Manage inquiries concerning prospecting and mining work programme applications. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr. BT Ngebulana Tel No: (041) 403 6616
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment14@dmre.gov.za
<b><u>NOTE</u></b>	:	African males and persons with disability are encouraged to apply.
<b><u>POST 19/103</u></b>	:	<b><u>INSPECTOR: MINE EQUIPMENT REF NO: 029</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Gauteng Region, Braamfontein
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical or Mechanical Engineering NQF 6 Plus Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years experience in mine equipment and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dyanmic personality. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. test and license and report thereon, of equipment on mines, winders lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide inputs on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard, and application of exemptions, permission and approvals.
<b><u>ENQUIRIES</u></b>	:	Ms M Madubane Tel No: (011) 358 9700
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment15@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured females and persons with disability are encouraged to apply
<b><u>POST 19/104</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 030</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Property Management/ Building Science/ Built Environment/ Construction Management/ Real Estate / Safety Management/ Occupational Health and Safety/ Facilities Management/ Public Management/Public Administration (NQF 6) Plus 3 years' practical experience in facilities/ property management and/or auxiliary support services environment and Valid Driver's Licence. Knowledge of: Knowledge and application of GIAMA, National Building Regulations and Building Standards Act. Knowledge, understanding and application of OHSA and COIDA legislative framework. Knowledge, understanding and application of facilities management practices, processes and procedures. Knowledge and application of Public Service Act, BCEA, PFMA, Treasury Regulations and Public Service Regulations. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.



<b><u>DUTIES</u></b>	:	Develop, implement and review facilities management policies, procedures, plans, strategies and guidelines. Procure and manage building infrastructure. Facilitate building maintenance services. Coordinate allocation of office space and resources. Coordinate support services.
<b><u>ENQUIRIES</u></b>	:	Ms. M Makhoana at (076) 014 6716
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment16@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured/ White females or males and persons with disability are encouraged to apply.
<b><u>POST 19/105</u></b>	:	<b><u>ADMINISTRATION CLERK (SAMODD) REF NO: 031</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Free State Region, Welkom
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience. Knowledge of: Administrative processes and policies. Public service policies. Skills: Compute Literacy. Numeracy. Interpersonal. Communication skills. Thinking Demand: Logical. Creativity/Innovative thinker. Objective. Accurate. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Capture/ Update database for SAMODD. Maintain SAMODD database. Capture and keep record of mine labour statistics/return. Handle general enquires and provide advice. Assist with general clerical support.
<b><u>ENQUIRIES</u></b>	:	Mr P Nyagcelu at 082 459 2783
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment17@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured females or males are encouraged to apply.
<b><u>POST 19/106</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 032</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Limpopo Region, Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience and Valid driver's licence. Knowledge of: Policies and procedure. Acts and Regulations. Skills: Organisation. Communication at all levels. Computer Literacy. Minute taking. Planning. Numerical. Telephone. Dealing with different people e.g. religion, background, culture etc. Thinking Demand: Able to make sound decision in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to from mines correctly. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional office support. Render logistical support to the regional office.
<b><u>ENQUIRIES</u></b>	:	Mr L Mulaudzi Tel No: (015) 287 4742
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment18@dmre.gov.za
<b><u>NOTE</u></b>	:	Males and persons with disability are encouraged to apply.
<b><u>POST 19/107</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 033</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience and valid driver's licence, Knowledge of: Policies and procedure. Acts and Regulations. Skills: Organisation. Communication at all levels. Computer Literacy. Minute taking. Planning. Numerical. Telephone. Dealing with different people e.g. religion, background, culture etc. Thinking Demand: Able to make sound decision in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to from mines correctly. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

<b><u>DUTIES</u></b>	:	Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional office support. Render logistical support to the regional office.
<b><u>ENQUIRIES</u></b>	:	Mr. P Swart Tel No: (021) 427 1057
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment19@dmre.gov.za
<b><u>NOTE</u></b>	:	African males and persons with disability are encouraged to apply.
<b><u>POST 19/108</u></b>	:	<b><u>REGISTRY CLERK REF NO: 034</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gauteng Region: Braamfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate (NQF level 4) with no experience and Valid driver licence. Knowledge of knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Communication skills, Computer Literacy, Managing the registry. Organising Skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.
<b><u>ENQUIRIES</u></b>	:	Ms A Linde Tel No: (011) 358 9719
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment20@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured males and persons with disability are encouraged to apply

## 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)/ Constitutional Court: Braamfontein/ Judicial Support Services:** 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.
- Eastern Cape/ Port Elizabeth/ Bisho/ Umthatha/ East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London. Free State/ Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- KwaZulu-Natal/ Durban/ Pietermaritzburg/Durban/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Mpumalanga/ Middelburg/ Nelspruit:** 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.
- North West/ Mmabatho/ Mahikeng:** 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, Mmabatho.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town

**CLOSING DATE****NOTE**

- 23 June 2025
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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. 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 40

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

#### **MANAGEMENT ECHELON**

- POST 19/109** : **DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2025/108/OCJ**  
Re-advertisement, those who previously applied are encouraged to re-apply
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Strategic Management/Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of five (5) years' relevant experience at senior/middle management level in Strategy Management, Monitoring and Evaluation, Research and/ or Service Delivery Improvement. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A valid driver's license. Technical Knowledge: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct). All shortlisted candidates shall undertake pre-entry assessments.

<b><u>DUTIES</u></b>	:	Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of Operational Plans of the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop facilitate and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr. Molefi Masilo Tel No: (010) 493 2500 HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/108/OCJ@judiciary.org.za
<b><u>NOTE</u></b>	:	Candidate who previously applied are welcomed to reapply for the post. OCJ will give preference to candidates in line with the departmental. Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate.
<b><u>POST 19/110</u></b>	:	<b><u>DIRECTOR: INTERNAL AUDIT REF NO: 2025/109/OCJ</u></b> Re-advertisement, those who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Auditing / Internal Audit and Accounting/ or equivalent relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at senior/middle management level in internal audit/audit. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Strategic Capability and Leadership Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Self –driven and ability to meet deadlines. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments.
<b><u>DUTIES</u></b>	:	Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Risk-based strategic plan, Audit policies and methodology. Manage the implementation of the Internal Audit Strategy, Policies and Methodology. Direct and manage the execution of risk-based audit projects including Financial, Performance, Governance, Compliance, IT and Forensic investigation services. Managing the internal audit processes, review audit engagement letters, working papers and reports while ensuring quality and compliance with regulations, policies and standards. Manage the follow up processes to ensure implementation of corrective actions to address audit findings. Provide support to the CAE and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilization of resources allocated to the Unit. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable

		legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
		HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/109/OCJ@judiciary.org.za
<b><u>NOTE</u></b>	:	Candidate who previously applied are welcomed to reapply for the post OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . For more information regarding the course please visit the NSG website: <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . (Only when shortlisted)
<b><u>POST 19/111</u></b>	:	<b><u>DIRECTOR: COURT OPERATIONS REF NO: 2025/110/OCJ</u></b> Re-advertisement, those who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Cape Town, Western Cape
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate and a three-year Bachelor's Degree in Management or Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or a relevant equivalent qualification at NQF level 7. As recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of 5 years' experience at middle/ senior management level, of which at least three years must have been in the field of Court management/ Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management, Understanding the facilities and security management, Knowledge of court administration or case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal attributes: Strategic Capability and 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, Honesty and Integrity, Communication. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Manage administrative support to courts in the Division of the High Court and Specialised Court (Labour and Labour Appeals Court), Manage the provisioning of library and research services, Manage Court facilities and security services and monitor risk for the High Court, Manage case and courts records, Manage quality assurance and auxiliary services Manage, monitor and evaluate the functioning of courts in the Division of the High Court and Specialised Court, Manage the utilisation of resources and Manage the Directorate.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: ADV W Lambley Tel No: (010) 493 2562 HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at 2025/110/OCJ@judiciary.org.za
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

## OTHER POSTS

<b><u>POST 19/112</u></b>	:	<b><u>AUDIT AND RISK COMMITTEE (CHAIRPERSON) REF NO: 2025/106/OCJ</u></b> The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve as Chairperson on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.
<b><u>SALARY</u></b>	:	Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations 20.2.3 and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Law, Information and Communication Technology or equivalent. At least ten (10) years' experience at a Senior Management level in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Performance Management and Performance Information disciplines; Knowledge of Project Management. Active registration and good standing with the relevant professional body. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and a minimum of ten (10) years of experience serving in Audit Committees. Independence, Integrity, Reliability and dedication of time to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	The successful candidate shall take strategic leadership of the OCJ's Audit and Risk Committee in the execution of its mandate. The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of governance, risk management, and internal controls. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of governance, risk management, controls within the OCJ.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at 2025/106/OCJ@judiciary.org.za
<b><u>POST 19/113</u></b>	:	<b><u>AUDIT AND RISK COMMITTEE REF NO: 2025/107/OCJ (X3 MEMBERS)</u></b> The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.
<b><u>SALARY</u></b>	:	Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations 20.2.3 and SAICA/AGSA tariffs. Appointment is for a

**CENTRE  
REQUIREMENTS**

period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.

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National Office: Midrand  
An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Law, Information and Communication Technology or equivalent. At least five (5) years' experience at a Senior Management level in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Performance Management and Performance Information disciplines; Knowledge of Project Management. Active registration and good standing with the relevant professional body. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and a minimum of five (5) years of experience serving in Audit Committees. Independence, Integrity, Reliability and dedication of time to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.

**DUTIES**

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The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of governance, risk management, and internal controls. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of governance, risk management, controls within the OCJ.

**ENQUIRIES**

:

Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500  
HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771

**APPLICATIONS  
NOTE**

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:

applications can be sent via email at 2025/107/OCJ@judiciary.org.za  
The following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae and a certified copy of Identity Document. Qualifications will be requested from the selected members only. Background verification, including criminal records and citizenship checks, will form part of the selection process. Correspondence will be limited to selected members only. No late application will be accepted.

**POST 19/114**

:

**CHIEF REGISTRAR REF NO: 2025/111/OCJ**

**SALARY**

:

R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience.

**CENTRE  
REQUIREMENTS**

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:

Eastern Cape Division of The High Court: Makhanda  
Grade 12 certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise.



Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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.

**DUTIES**

: Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217  
: applications can be sent via email at 2025/111/OCJ@judiciary.org.za  
: The Organization will give preference to candidates in line with the Employment Equity goals.

**POST 19/115**

: **LAW RESEARCHER REF NO: 2025/113/OCJ**

**SALARY**

: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance

**CENTRE**  
**REQUIREMENTS**

: Mpumalanga Division of The High Court: Mbombela  
: Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years relevant legal experience. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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.

**DUTIES**

: Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned.

**ENQUIRIES**

: Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000

<b><u>APPLICATIONS NOTE</u></b>	:	HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000 applications can be sent via email at 2025/113/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/116</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: 2025/114/OCJ</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape Provincial Service Centre Grade 12 certificate, National Diploma in financial accounting / equivalent qualification at (NQF level 6), A minimum of one (2) year experience in the relevant field A valid driver's license. Skills and Competencies: Knowledge of relevant legislation (Financial Regulatory Framework), Knowledge of the Transversal Government Systems (BAS), Understanding of the public service, PFMA, Treasury Regulations, Accountant General's General Annual Reporting Framework. Good communication skills (written and verbal), Computer Literacy (MS Office), Time Management, Planning and organizing skills, Problem solving skills, Good Interpersonal Interrelation.
<b><u>DUTIES</u></b>	:	Ensure suppliers are paid within timeframe prescribed by the PFMA, Internal policies, and Treasury Regulations, Maintain Invoice Tracking Register (ITR), payment register and Order/VA register). Maintain bookkeeping services and reconciliation of ledger accounts, Register and maintain entities on the Financial System. Control Document. Supervise and develop staff.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217 applications can be sent via email at 2025/114/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/117</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 2025/115/OCJ</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Pretoria Matric certificate and a (3) three-year National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA with a minimum of two (2) years practical experience in Court Interpreting or Matric certificate and ten (10) practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages will be added advantage. A valid driver's license will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
<b><u>DUTIES</u></b>	:	Render interpreting services in criminal court, civil court, labour, and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Provide support with the reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary as in when required.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms N Shandu Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS NOTE</u></b>	:	applications can be sent via email at 2025/115/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/118</u></b>	:	<b><u>JUDGE'S SECRETARY (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of the High Court: Durban Ref No: 2025/93/OCJ (X1 Post)

		KwaZulu Natal Division of the High Court: Pietermaritzburg Ref No: 2025/94/OCJ (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. 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 details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements 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 Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of 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 refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms K Marais Tel No: (031) 492 5562 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<b><u>APPLICATIONS</u></b>	:	applications for Judge Secretary post based in Kwa-Zulu Natal Division of the High Court: Durban should be sent via email at 2025/93/OCJ@judiciary.org.za and for Judge Secretary post based in Kwa-Zulu Natal Division of the High Court: Pietermaritzburg should be sent via email at 2025/94/OCJ@judiciary.org.za
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/119</u></b>	:	<b><u>POOL JUDGE'S SECRETARIES REF NO: 2025/117/OCJ (X3 POSTS)</u></b> (12 months' non- renewable contract)
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Land Court: Randburg
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to write a typing test.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the Judgements are typed and correspondences are filled accordingly in the right sections. To ensure that signed Judgments and orders are handed down in court or virtually, sent to the typist and Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure all incoming and outgoing documents are recorded and filled. To ensure that stationary for the Judge is ordered and collected. To ensure all files received from various section(s) are verified by Registrar on that section. To ensure that the register of reviews is up to date and signed on receipt and

return of reviews to the review Clerk. To ensure that 87 register/template of the reserved judgement is updated and notifying the Statistical officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the heads of Arguments from various stakeholders are received filed and verified. Inform parties involved via-email and telephonically of time and date when reserved judgments will be handed down, further notifying them on how judgment will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court start or before the Judge enters the court. To ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge allow parties to start with their matter. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time. To ensure that the Judge's logbook is submitted on or before 5th of every month receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices that need to be submission of S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purpose. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/117/OCJ@judiciary.org.za
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/120</u></b>	:	<b><u>REGISTRAR REF NO: 2025/116/OCJ</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). 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.
<b><u>CENTRE</u></b>	:	Western Cape
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2619 HR Enquiries: Ms M Baker Tel No: (021) 469 4032/8
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/116/OCJ@judiciary.org.za

<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/121</u></b>	:	<b><u>REGISTRAR REF NO: 2025/112/OCJ</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	North West Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR Enquiries: Ms K Zwane Tel No: (018) 397 7114
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/112/OCJ@judiciary.org.za
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 19/122</u></b>	:	<b><u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/118/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape Division of The High Court: Mthatha Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar. Provide administrative support to the Regional Court President/Chief Magistrate.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/118/OCJ@judiciary.org.za

<b><u>POST 19/123</u></b>	:	<b><u>LIBRARY ASSISTANT REF NO: 2025/120/OCJ</u></b>
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Gauteng Division of The High Court: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 posts technical and generic requirement.
<b><u>DUTIES</u></b>	:	Assist with the management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with the ordering of library material approved by library committee. Assist in classifying, cataloguing and indexing library materials. Update loose-leaf publications in the library. Conducting information searches on electronic catalogues and other information databases and online information retrieval resources. Collect and deliver books from/to Judges Chambers. Assist with shelving of publications and shelve reading. Process received standing orders and mail. Co-ordinate and prepare binding of all journals and law reports. Update and manage library register. Operate library machines. Assist with compiling of report on library matters.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms N Shandu Tel No: (012) 315 7565 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>APPLICATIONS</u></b>	:	applications can be sent via email at 2025/120/OCJ@judiciary.org.za
<b><u>POST 19/124</u></b>	:	<b><u>TYPIST (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Eastern Cape Division of The High Court: Bisho Ref No: 2025/121/OCJ Eastern Cape Division of The High Court: Mthatha Ref No: 2025/122/OCJ
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 technical and generic requirements. Skills and Competencies: Computer literacy (Microsoft Office). Typing skills (speed 35 words per minute). Dictaphone typing skills. Good problem-solving skills. Effective communication skills (written and verbal). Time management skills. Client orientation and customer focus. Knowledge of legal terminology, court procedures, rules, and environment. Understanding of legislative governing the Public Service (Batho Pele principles and Public Service Regulations). Ability to work in a team. Reliability. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Type court orders, court documents, and reports. Type court orders and relevant court documents in line with the endorsement on the front of the court file. Type judgments. Make amendments on judgments as per the Judge's request/instruction. Compile term roll, week, and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazette terms. Compile and submit relevant orders and judgments to relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications for Typist post based in <b>Eastern Cape Division of the High Court: Bisho</b> should be sent via email at <a href="mailto:2025/121/OCJ@judiciary.org.za">2025/121/OCJ@judiciary.org.za</a> for Typist post based in <b>Eastern Cape Division of the High Court: Mthatha</b> should be sent via email at <a href="mailto:2025/122/OCJ@judiciary.org.za">2025/122/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

**APPLICATIONS**

: can be submitted: Via e-mail to [applications@thedtic.gov.za](mailto:applications@thedtic.gov.za) (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

**CLOSING DATE**

: 23 June 2025

**NOTE**

: The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

**MANAGEMENT ECHELON****POST 19/125**

: **CHIEF DIRECTOR: PRIMARY MINERALS PROCESSING AND CONSTRUCTION REF NO: IC&G-144A**  
12-month contract post

Overview: To provide strategic leadership and management to the Primary Minerals Processing and Construction Chief Directorate with the Industrial Competitiveness & Growth Branch.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 436 022 per annum (Level 14), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in Science, Engineering, Mineral Economics, Commerce, or a related field. 5 years' relevant experience at a senior managerial level in development and implementation of industrial / economic policies in the Primary Minerals Processing and/or Construction sectors. In-depth understanding of Industrial Policy, the Critical Minerals Strategy, and the Beneficiation Strategy for the minerals industry, as well as broader government policies. Proven experience in people management, financial oversight, and strategic planning. Strong communication and negotiation skills to represent the department effectively. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Proficient in monitoring and evaluation, project management, and research analysis for policy and programme development. Ability to build and maintain strategic partnerships with national and international stakeholders, including government, industry bodies, and research institutions.

**DUTIES**

: Strategy and Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the Chief Directorate into a highly effective Primary Minerals Processing and Construction unit for inclusion in the National Industrial Policy. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the National Industrial Policy. Design and implement strategies and action plans towards implementing the Critical Minerals Strategy of the country towards contributing to the green economy. Coordination and development of interventions: Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Primary Minerals Processing and Construction industry in South Africa. Lead the coordination and development of interventions in line with priorities Primary Minerals Processing and Construction industry. Identify and address challenges faced by the Primary Minerals Processing and Construction Sector. Conduct research and implement business processes. Monitoring and Evaluation: Monitor the performance of the chief directorate against business and project plans and introduce corrective measures where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Primary Minerals Processing and Construction chief directorate. Stakeholder Management: Establish and maintain strategic partnerships with local and international institutions in the area of Primary minerals Processing and Construction. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Director's business and operational plans.

**ENQUIRIES**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

**POST 19/126**

: **CHIEF DIRECTOR: TECHNICAL INFRASTRUCTURE REF NO: IC&G - 082**  
Overview: To provide strategic leadership and management to the Technical Infrastructure Unit within the Branch.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 436 022 per annum (Level 14), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in a Science, Engineering or Commercial field. 5 years' relevant experience at a senior managerial level in a Technical infrastructure-related environment. Extensive experience in technical infrastructure areas, including standards, accreditation and metrology. Sound knowledge of industrial policy and its application to technical infrastructure. Proven stakeholder management experience and ability to develop strategic partnerships locally and internationally. Proven ability in strategy planning, performance monitoring, and reporting. Experience in managing multidisciplinary teams and overseeing financial and operational performance. Excellent communication, project management, and policy development skills. Knowledge of relevant legislation, including the Standards Act, Metrology Act, NRCS Act, PFMA, and Public Service Regulations. Advanced skills in research, analysis, and corporate governance.

**DUTIES**

: Strategic Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the chief directorate into a highly effective technical infrastructure unit. Establish clear performance criteria for staff and service standards in consultation with external stakeholders. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy. Manage and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Coordination and development of interventions. Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Technical Infrastructure. Lead the coordination and development of interventions in line with Technical Infrastructure priorities. Identify and address challenges faced by the Technical Infrastructure sector. Conduct research and



implement business processes. Monitoring and Evaluation: Monitoring performance of the chief directorate against business and project plans, and corrective measures are introduced where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Technical Infrastructure. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Technical Infrastructure. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure the implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Develop and maintain strong relationships with the stakeholders. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Directorate's business and operational plans.

**ENQUIRIES** : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

**POST 19/127** : **DIRECTOR: LEATHER & FOOTWEAR REF NO: IC&G - 024**  
Overview: To manage the development and implementation of policies, strategies, and programmes for the Leather & Footwear sectors as part of the customised sector programme for Clothing & Textiles.

**SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in Commerce, CTFL Related Studies, Economics or a related field. 5 years' relevant experience at a middle/senior managerial level in an industrial/economic policy development environment in the public/private sector. Key Requirements: Proven experience in policy development, programme implementation and stakeholder engagement. Experience in the Leather, Footwear or related sector. Strong understanding of the Industrial Policy Action Plan and Retail CTFL Masterplan. Experience in research, analysis and monitoring of sector performance. Ability to manage strategic planning and financial resources of a directorate. Excellent communication, negotiation, and coordination skills. Proficiency in Microsoft Office and project management tools. Knowledge of public sector frameworks and intergovernmental collaboration. Leadership and team management capabilities, including mentoring and coaching.

**DUTIES** : Strategies, Policies and Procedures: Develop and implement policies and strategies for the Leather & Footwear sector. Manage the implementation of the Industrial Policy Action Plan and Retail CTFL Masterplan. Advocate for policy changes and coordinate sector interventions. Maintain databases of key companies and identify growth opportunities in sub-sectors. Stakeholder Management: Engage with stakeholders, including national departments, provincial bodies and municipalities. Collaborate with industry associations, clusters and organised labour. Represent the department in forums addressing sector-specific challenges. Research and Analysis: Oversee quarterly analysis of the Leather & Footwear sector performance. Guide research initiatives to support evidence-based policy and strategy development. Conduct sector reviews in line with policy plans. Monitoring and Evaluation: Review policies and methodologies, benchmarking against international practices. Manage external consultants for sector-related studies and provide programme implementation support. Directorate Management: Manage human and financial resources of the directorate. Oversee strategic and operational planning of the unit. Ensure compliance with governance requirements and drive staff development.

**ENQUIRIES** : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

<b><u>POST 19/128</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES (LITIGATION) REF NO: CMSB - 013</u></b> Overview: To manage the legal services functions of the department and its agencies, including legal opinions, litigation, contract management, and legislation development and interpretation.
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7, as recognised by SAQA in Law, and admission as an Attorney or Advocate of the Bar Council. 5 years' relevant experience at a middle/senior managerial level within the legal field. Extensive experience in legal opinion drafting, contract management, legislation development, and litigation. Knowledge of the South African legal system, civil litigation, criminal procedure, and court rules. Experience in alternative dispute resolution, legal advisory, and legal compliance. Strong research, analytical, drafting, and conflict resolution skills. Ability to interpret legislation and manage high-level legal correspondence. Knowledge of legal prescripts governing the Public Service, not limited to the Public Service Regulations, Public Finance Management Act, 1999, Constitution of the Republic of South Africa, 1996, and applicable case law. Excellent work ethic, interpersonal, verbal, and written communication, negotiation, and policy analysis skills. Proficient in MS Office and legal research tools. Experience in managing teams and providing legal administrative support.
<b><u>DUTIES</u></b>	:	Legal Opinions: Draft legal opinions and oversee research on legal principles. Consult with counsel and external service providers. Advise on contractual, statutory not limited, Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), Constitution of the Republic of South Africa, 1996 matters, and manage internal appeals. Litigation: Manage litigation instituted by or against the department. Provide legal advice on court judgments and manage alternative dispute resolutions. Oversee pleadings, court attendance and implementation of court orders. Ensure adequate information and complete briefs for counsel. Prepare submissions to the Director-General (DG) and Minister. Provide instructions to State Attorneys. Provide support during trials and ensure affidavits are correct and complete. Alert the DG and Minister and give legal advice on court judgments, implications, risks, and manage alternative dispute resolutions. Contract Management: Draft, vet, and negotiate domestic and International contracts to ensure consistency and protect the departmental interests. Provide legal opinions on contract-related matters. Manage Alternative Dispute Resolution arising from contractual and competition-related matters. Liaise with the stakeholders for ratification processes in line with legal frameworks. Legislation Development and Support: Develop annual legislative programmes and provide legal input during parliamentary processes. Review external legislation impacting the department's operations. Advise on legislative drafting and monitor related litigation. Legal Administrative Inquiries: Respond to legal administrative inquiries and prepare related legal correspondence. Raise awareness and implement legal interventions across the department. Directorate Management: Manage the financial and human resources of the unit. Lead strategic planning and ensure operational execution and compliance.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

#### **OTHER POSTS**

<b><u>POST 19/129</u></b>	:	<b><u>DEPUTY DIRECTOR: TECHNICAL INFRASTRUCTURE COMPULSORY SPECIFICATIONS AND ACCREDITATION REF NO: IC&amp;G – 084</u></b> Overview: To develop, support and advise on Technical Infrastructure processes, policies, and programmes as they specifically relate to Accreditation, Compulsory specifications, and Building Regulations.
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7, as recognised by SAQA in Economics / Public Administration/Engineering/Science or related field. 3–5 years' relevant managerial experience in the Technical Infrastructure field. In-depth

## **DUTIES**

knowledge of Industrial Policy. Sound knowledge of Technical Infrastructure, including Accreditation, Compulsory Specifications and Building Regulations as well as the related legislation. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, analysis, monitoring and evaluation projects related to the sector. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

: Develop and review strategies, policies and procedures: Develop and review the process of developing the Technical Infrastructure policies on Accreditation, Compulsory Specifications and Building Regulations for SA, SADC, AFCFTA and internationally, including at the WTO TBT Committee. Develop and give inputs in the implementation of the Industrial Policy processes, relating to the development of the Key Action Programmes. Engage in continual policy advocacy and coordination of the Technical Infrastructure Entities, i.e. SANAS and NRCS to strengthen the ability of manufacturing and other value-added sectors. Provide support and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Provide support in the implementation of the Accreditation Act, the National Regulator for Compulsory Specifications Act and the Building Regulations Act. Stakeholder Management: Provide support in liaising, consulting and networking with appropriate and relevant agencies and other stakeholders for developing joint programs. Participate in all forums of the department and focus on addressing technical infrastructure challenges. Participate in the identification of Technical Infrastructure entities and other stakeholders' needs related to Accreditation, Compulsory Specifications and Building Regulations in particular. Oversee the maintenance of the stakeholder database. Build and maintain relations with Technical Infrastructure entities and other stakeholders, including other Government departments and tiers of government, organised business and labour. Research and Analysis: Conduct research, undertake technical analysis of the technical infrastructure and recommend appropriate policies and strategies focusing on Accreditation, Compulsory Specifications and Building Regulations. Research issues related to competitiveness and the development of appropriate interventions within the technical infrastructure. Monitoring and Evaluation: Continuously review policies and methodologies related to the Directorate's strategic focus and benchmark against international best practice, focusing on Accreditation, Compulsory Specifications, and Building Regulations. Conduct annual reviews with regard to the impact of Technical Infrastructure interventions and prepare reports. Reporting: Prepare responses to all enquiries and requests regarding technical infrastructure initiatives. Compile progress reports on projects on the National Regulator for Compulsory Specifications Act, Accreditation Act and Building Regulations Act. Sub-Directorate Management: Monitor financial, human resources and assets of the unit. Manage the process of reporting on financial and operational risk. Manage collation of inputs into the quarterly and annual reports, business plans and targets.

## **ENQUIRIES**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

## **POST 19/130**

: **DEPUTY DIRECTOR: LEATHER & FOOTWEAR REF NO: IC&G – 025**  
Overview: To develop, advise and provide technical support for the Leather and Footwear policies, strategies and programmes

## **SALARY CENTRE REQUIREMENTS**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in Economics, Commerce, or a related field. 3–5 years' relevant managerial experience in an industrial/economic policy development and implementation environment  
Policy development and implementation experience in the manufacturing sectors. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as

the government's broader economic policies. Ability to manage research, analysis, monitoring and evaluation projects related to the sector. Strong leadership, communication (verbal and written), and problem-solving skills. Proficient in MS Packages.

## **DUTIES**

: Develop and review strategies, policies and procedures: Develop and review Leather and Footwear sector Industrial Development policies. Provide support in the management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and coordination in the Leather and Footwear Industries that have growth potential. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Leather and Footwear development programs. Provide support in the implementation of policies and strategies. Support the implementation of sector development interventions. Stakeholder Management: Work closely with other units within the dtic and other departments involved in the Leather and Footwear sector to develop a supportive policy environment to implement the key action programmes as well as develop a contractual framework that would enhance long-term relationships with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Leather and Footwear challenges. Participate in the identification of stakeholders' needs. Create and maintain a stakeholders' database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relations with stakeholders, including other government departments and tiers of government, organised business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support the growth of the sector. Conduct research, identify best practices in the area of Leather and Footwear sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Leather and Footwear policies, procedures and strategy in line with the Industrial Policy of the dtic. Research issues related to competitiveness and the development of the Leather and Footwear sector. Provide support in the analysis of the Leather and Footwear sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regard to the impact of the Leather and Footwear interventions and prepare reports. Coordinate all administrative aspects: Handle enquiries and requests regarding Leather and Footwear initiatives. Provide inputs on divisional budget and business plans with respect to the Leather and Footwear sub-sectors. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Leather and Footwear Sector Analysis Reports. Sub-Directorate Management: Manage human, financial and other resources allocated to the Sub-directorate. Provide inputs in the development of the operational plan of the sub-directorate. Manage collation of inputs into the quarterly and annual reports, business plans and targets.

## **ENQUIRIES**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

## **POST 19/131**

: **DEPUTY DIRECTOR: LIQUOR LAW AND POLICY REF NO: CCRB – 048**  
Overview: To develop policies, legislation, regulations and review of the Liquor law environment.

## **SALARY CENTRE REQUIREMENTS**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in Law, Politics or Economics. 3-5 years' relevant managerial experience in a Law, Politics or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of liquor legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies.

## **DUTIES**

- Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).
- : Develop policies and legislation related to Liquor law regulations. Develop, recommend and implement policies and legislation or other legal prescripts related to Liquor law and regulations. Provide inputs into the strategic policy direction of Liquor legislation. Conduct research in the development of strategic issues, policies and legislative reviews. Provide inputs and assist during the drafting process. Consult the general public on a policy, regulations or bill or any other legal prescripts. Facilitate the Parliamentary process of introducing of policy or bill in the Parliament. Coordinate the legislative drafting process and participate in various legislative development processes. Conduct research for domestic and international policy processes on Liquor law and Policy. Prepare and provide inputs and position papers for domestic and international policy processes. Conduct research on domestic and international policy processes. Facilitate the drafting of the Terms of Reference for consultants to assist with the preparation of policy positions and drafting of legislation. Prepare, compile and consolidate the dtic positions on policies and legislation of other government departments. Conduct presentations at intergovernmental fora and workgroups and at public events. Compile and consolidate information for responses to Parliamentary and other questions. Participate in international and domestic liquor-related engagements. Research on policies, bills, amendments and regulations on Liquor law and policy. Stakeholder Engagement: Engage with stakeholders to participate in consultations pertaining to policies, Bills and Regulations. Draft briefing notes for the Executive. Conduct consultations with stakeholders on the policies and legislation drafted. Liaise with and brief legal drafters and consultants. Consolidate and prepare information for workshops and sessions with stakeholders on policy and legislative matters. Respond to stakeholder enquiries. Conduct workshops, education and awareness on Liquor legislation. Sub-Directorate Management: Monitor financial resources and assets of the unit. Manage the resources of the sub-directorate. Provide inputs into the strategic planning of the unit and execution of the operational plan.

## **ENQUIRIES**

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

## **POST 19/132**

- : **DEPUTY DIRECTOR: INTELLECTUAL PROPERTY LAW AND POLICY REF NO: CCRB-A011**  
12 Months Contract  
Overview: The successful candidate will lead and manage the development, review, and implementation of intellectual property (IP) policy, legislation, and regulations, and contribute to both domestic and international legal and policy processes concerning IP.

## **SALARY CENTRE REQUIREMENTS**

- : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- : Sunnyside, Pretoria
- : A qualification at NQF level 7, as recognised by SAQA in Law, Politics, Economics or related field. 3–5 years' relevant managerial experience in a Law, Politics, or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of intellectual property legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

## **DUTIES**

- : Develop and Review Intellectual Property Legislation and Policies. Develop, implement, and provide legal inputs into intellectual property (IP) legislation, regulations, and policies. Facilitate public consultations on policy and legislative drafts. Coordinate the legislative drafting process, including Parliamentary submissions and presentations. Provide inputs into the strategic policy direction and conduct legal research on IP matters. Facilitate the

		<p>Parliamentary process of introducing a bill in Parliament. Conduct Research and Draft Position Papers: Prepare and present research and position papers on domestic and international IP policy developments. Facilitate the development of terms of reference for consultants. Compile and consolidate departmental positions on related legislative proposals. Participate in international treaty negotiations and domestic engagements (e.g., WIPO, WTO, AFCFTA). Stakeholder Engagement and Public Awareness: Engage stakeholders on proposed IP legislation and policies. Draft briefing notes and conduct awareness workshops and public consultations. Respond to stakeholder inquiries and facilitate the processing of Merchandise Marks Act applications. Liaise with internal and external legal drafters and provide legislative support. Sub-directorate and Resource Management: Manage human, financial, and physical resources of the sub-directorate. Contribute to the development and execution of operational and strategic plans. Monitor the budget and ensure compliance with relevant legal frameworks. Support planning, monitoring, and reporting processes of the unit.</p>
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<b><u>POST 19/133</u></b>	:	<p><b><u>DEPUTY DIRECTOR: SPECIALIST INVESTMENT FACILITATION REF NO: IIAF&amp;A – 063A</u></b></p> <p>12 months contract post</p> <p>Overview: To provide specialist advice and information on the policy relating to the Visa regime and also speak on the various Visa categories including short-term work Visas, ICT, Critical Skills, Business General work Visas, Appeals, overstay Appeals, Waivers, TES and any other new policy impacting and affecting investments.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R1 059 105 per annum (Level 12), (all-inclusive remuneration package)</p> <p>Sunnyside, Pretoria</p> <p>A qualification at NQF level 7, as recognised by SAQA in Business Management, Investment, Finance or Marketing. 3–5 years' relevant managerial experience in the private/public sector in the Industry, Marketing, Finance or a relevant environment Requirements: In-depth knowledge of investment promotion and facilitation tools. Strong stakeholder engagement and problem-solving experience. Ability to coordinate investor support, track performance, and draft policy briefs. Experience with relevant public sector systems and processes. Experience with the development of economic development strategies. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Excellent organisational and time management skills. In-depth knowledge of Computer Literacy (Microsoft Office). Excellent verbal and written communication skills.</p>
<b><u>DUTIES</u></b>	:	<p>Administration: The management, coordinating and unblocking of investor facilitation issues and related Visa issues affecting businesses. Compilation of the reports as required. To be a contact point for all Visa-related matters for industry, PIPAs and the Government. Stakeholder engagements with Institutions Foreign Chambers. Manage a schedule of meetings to engage with foreign chambers and raise awareness amongst companies about understanding the rules and regulations relating to Visa regulations. Advocacy on the Visa facilitation programme offered by Invest SA. Identify proactive measures in strengthening the engagement and interface with chambers. Setting up of an Inter-Departmental Forum to engage on issues of Policy and Regulations. Develop a framework of engagement with the various Departments impacting on Visa regulations with a focus on Permits and Visas. Stakeholder consultations with the various Departments to sensitise on Investment Promotion and Facilitation and the linkage between Visa and Investment. Scheduling quarterly meetings. Follow up on actions and reporting on the meetings, including escalation matters to principals. Developing briefs for principals on matters to be engaged with that impact on the investment climate/environment. Project Manager on specific company issues relating to Visas and coordinating with the Visa team to ensure the resolution of issues. Regular structured engagements and interactions with the various inter-departments that impact investment and Visas to build capacity and transfer of skills. Develop a structured stakeholder engagement mapping and plan to address issues that impact investment, economic growth, and job creation</p>

based on the Cabinet Lekgotla outcomes. Establish a mechanism to address matters of urgency that need to be escalated within the various Departments, and as the coordinator, the issues can be monitored, addressed, and reported on in a quicker and more responsive manner. Engage with the strategic stakeholders quarterly to discuss and raise issues of concern and advocate for any necessary changes/ amendments. Mission Support: Engage with various South African missions to understand the companies that need an understanding of the Visa regime. Refer enquiries to the Visa facilitation team. Respond to the Missions. Provide reports on the engagements monthly. Strengthen the strategic partnerships between the South African Missions and the department. Provide status reports on engagements. Advise Business & Investors on immigration Policy & recommend Visa categories. Schedule meetings with the directorates responsible for Investment Promotion and Facilitation. Provide an integrated offering as companies interested in investing in South Africa raise several issues/challenges relating to Visas.

**ENQUIRIES** : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

**POST 19/134** : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: CMSB - 096**  
Overview: To manage organisational design processes, provide advice on organisational structures, and manage the job profiling and job evaluation process within the dtic.

**SALARY** : R896 463 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA in Public Management / Operations Management / Management Services. 3 – 5 years' relevant managerial experience in Organisational Design and Job Evaluation / Organisational Development or both in the public and private sector. Key Requirements: In-depth knowledge of organisational design principles, job analysis, and job evaluation (including the Equate system). Proven experience in managing organisational design and job evaluation processes. Strong understanding of the Public Service Regulatory Framework, Public Service Act, Public Finance Management Act, Treasury Regulations, and other relevant legislative frameworks. Experience in developing and aligning job descriptions and organisational structures. Proficiency in business process mapping, research, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy development, and report writing skills. Demonstrated leadership, people management, and project management abilities. Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.

**DUTIES** : Manage organisational structure development and alignment: Manage the development and implementation of organisational structure aligned to Departmental strategies. Conduct structural design investigations and job analysis, including coordinating research performed by internal analysts as well as external service providers. Ensure alignment of organisational structure development to the Organisational Design Toolkit and directives issued. Facilitate the mapping of organisational processes and maintenance of the organisational process database. Facilitate benchmarking and feasibility studies to ensure structures remain relevant and efficient. Manage organisational design and related assessment projects, inclusive of logistics. Manage the compilation of job descriptions: Manage the development and timely review and updating of job descriptions in line with regulatory requirements. Ensure the completeness of job descriptions for the Department. Maintain the Departmental job description database, ensuring accuracy and accessibility. Manage the job evaluation process: Ensure adherence to established job evaluation policies, directives and regulatory requirements. Coordinate the creation of awareness and promotion of job evaluation processes within the Department. Facilitate job evaluation interviews, ensuring proper representation and accurate job capturing on the Job Evaluation system. Facilitate a benchmarking exercise where necessary. Oversee quality assurance processes before presentation to job evaluation panels. Manage accurate and timely presentations of job evaluation panels. Administration and Reporting: Facilitate the development and review of the Job Evaluation Policy.

Manage the accurate capturing of organisational design and job evaluation data for Departmental reporting. Coordinate logistical arrangements for job evaluation panels and interviews, ensuring accurate documentation, inclusive of minutes and record-keeping. Facilitate submission compilation and monitor the approval of the recommendations. Coordinate the appointment and training of Job Analysis and panel members. Manage enquiries related to organisational design and job evaluation. Produce organisational design and job evaluation reports, inclusive of statistical data. Conduct awareness workshops and educate employees on organisational design, job description compliance, etc through workshops, newsflashes, etc. Stakeholder Management: Establish and maintain strategic partnerships within Departmental Branches and external stakeholders regarding organisational structure, design, job descriptions and job evaluation. Facilitate consistent communication and engagement with key stakeholders to ensure alignment and support for organisational design initiatives. Represent the Department at National organisational design structures. Sub-directorate Management: Manage human, financial and other allocated resources within the sub-directorate. Providing inputs into the development and implementation of the operational plan for the Directorate.

**ENQUIRIES** : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

**POST 19/135** : **DEPUTY DIRECTOR: LAN & WAN SERVICES REF NO: CMSB - 142**  
Overview: To manage and maintain Local Area Network (LAN) and Wide Area Network (WAN) infrastructure, ensuring optimal performance, security and availability of ICT network services in support of the dtic's business operations

**SALARY** : R896 463 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA in Information Technology, Computer Science, or a related field. 3 – 5 years' relevant managerial experience in LAN/WAN infrastructure, including routers, switches, firewalls, and network security technologies. Key Requirements: Hands-on experience with installation, configuration and maintenance of LAN/WAN infrastructure. Proficient in managing enterprise-level switches, routers, firewalls, and wireless network systems. Experience in network monitoring tools and troubleshooting performance or connectivity issues. Knowledge of network protocols, IP addressing, routing and security configurations. Strong understanding of ICT governance frameworks and public sector IT policies. Ability to plan and implement network infrastructure projects. Excellent problem-solving, analytical thinking, and customer support skills. Good communication and interpersonal skills, including the ability to interact with vendors and internal clients. Proficient in MS Office and network management software.

**DUTIES** : Manage Network Infrastructure: Ensure effective configuration, operation, and troubleshooting of LAN and WAN components. Oversee the installation and upgrading of networking hardware and software. Monitor network performance and proactively identify and resolve issues. Network Security and Compliance: Implement and maintain network security measures, including firewalls and VPNs. Ensure compliance with ICT governance policies and regulatory requirements. Conduct periodic vulnerability assessments and respond to security incidents. Project Management and Planning: Plan and manage network infrastructure projects, including design, procurement, and implementation. Coordinate with service providers and vendors for network service delivery and maintenance. Maintain documentation of all network configurations, changes and upgrades. Stakeholder Support and Supervision: Provide technical support and advice to internal clients on connectivity and access issues. Supervise technical staff within the LAN/WAN unit and provide training where necessary. Report on network performance and project progress to senior management.

**ENQUIRIES** : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809



<b><u>POST 19/136</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: CMSB – 014</u></b> Overview: To render professional legal services for the Department and the DTIC agencies.
<b><u>SALARY</u></b>	:	R586 958 - R1 386 972 per annum, (all-inclusive remuneration package) in accordance with the OSD for legal personnel.
<b><u>CENTRE</u></b>	:	Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7, as recognised by SAQA in Law and admitted as an Attorney/Advocate of the Bar Council. 0 – 8 years appropriate/recognisable legal experience within the legal field in the public and private sector. In-depth knowledge of the South African legal system, legal interpretation, and the legal fraternity. Experience in providing legal opinions, drafting, negotiating, and vetting contracts. Strong research, analytical, and legal drafting skills. Working knowledge of civil litigation, criminal procedure and practice, and court rules. Understanding of Public Service Regulations, the Constitution, Case Law, Common Law, Public Service Act, and Criminal Procedure Act. Excellent verbal and written communication, stakeholder management, negotiation, and presentation skills. Skills in financial management, conflict resolution, policy analysis, and trial advocacy. Ability to work independently and collaboratively, with high levels of professionalism and integrity.
<b><u>DUTIES</u></b>	:	Provide Legal Opinions on matter related to the Department: Research the applicability of legal principles on legal Opinion. Highlight legal position of the Opinion. Conduct research on applicable policy, legislation or regulation and legal principles with regard to legal Opinion. Formulate questions to be answered on legal Opinion. Study and cite relevant cases on aspects related to legal Opinion. Provide strategic and technical inputs into the strategic direction of the Unit. Provide advice on drafting, negotiation and vetting of contracts: Draft, verify the contract and memorandum of Understanding (MoU) to be drafted and edited. Conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case. Determine if the contract is legal and whether it reflects the intention of the Department. Ensure that there is consistency when applying the legal principles. Ensure that the rights, powers and duties of the Department are set out in the contract. Liaise with all stakeholders involved in the contract and negotiate on final contract. Consolidate amendments or comments to the contract if applicable. Ensure that the interest of the Department is protected at all times. Certify contract and verify consistency between instruction and content of the contract. Verify signed contents of the contract with that as certified, and hand to the Contract Management Unit. Draft, peruse and study legislations: Conduct research, gather information from the line functionaries on drafting legislation. Determine factual, supporting documents and legal purpose of legislation. Highlight legal position of the legislation. Research the applicable legal principles of drafting and interpretation of statutes. Ascertain whether legislation is in accordance with the principles of drafting and interpretation of statutes. Ascertain that the intention of the Department and the entities are reflected in the proposed bill or amended bill. Peruse and study drafts of proposed bills or amended bills. Facilitate the drafting of cabinet memorandum. Pilot legislation through the parliamentary process. Respond to legal opinion aspects that arise during public hearings and parliamentary sessions. Execute litigation and legal processes within the Department: Determine the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend the matter. Consult with the relevant line functions. Prepare briefs advising the relevant authority seeking authority to institute or defend the Department legal position. Appear in court to provide evidence on behalf of the Department. Provide advice in regards to a possible settlement and negotiate settlement with opponent. Prepare instructions to the State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court case from the inception of its finality. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution opinions for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage legal administrative inquiries: Liaise with stakeholders on

		legal matters. Draft and/or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions..
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<b><u>POST 19/137</u></b>	:	<b><u>ASSISTANT DIRECTOR: AEROSPACE AND DEFENCE REF NO: IC&amp;G - 014</u></b> Overview: To provide technical and administrative support in developing and advising on Aerospace and Defence sector processes, policies and programmes.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Sunnyside, Pretoria A qualification at NQF level 7, as recognised by SAQA in Economics/ Commerce/ Engineering (Mechanical/Electrical/Aeronautical) or related field. 3–5 years' relevant experience in the Aerospace and Defence Industry / Economic Development in the public or private sector. Key Requirements: Experience in economic policy development and research. In-depth knowledge of Computer Literacy (Microsoft Office Package). Proven experience in Project Management. Excellent research and analytical skills. Strong stakeholder engagement experience and skills. Excellent verbal and written communication skills. Understanding of PFMA, Public Service. Knowledge of international protocols.
<b><u>DUTIES</u></b>	:	Conduct Aerospace and Defence Research and Analysis: Develop and review the Aerospace baseline document. Provide technology streams and services of the Aerospace and Defence industry. Conduct a survey on Aerospace and Defence industrial development and competitiveness development. Conduct Aerospace and Defence industrial sector economic analysis of industrial capability and provide draft recommendations. Provide technical inputs into the dtic's Aerospace and Defence industrial positions and industry developments initiatives (manufacturing initiatives). Conduct research on issues related to competitiveness and the development of sub-sectors and the localisation of sectors. Engage in the development and review of Aerospace and Defence policies and strategy: Provide technical inputs into developing, reviewing and implementing Industrial Aerospace and Defence policies and strategies. Coordinate and participate in the workshops that identify the value of chain and action plans for the Industrial Aerospace and Defence sector's procurement. Stakeholder Management: Develop and maintain a partnership with all the dtic staff and the Aerospace and Defence sectors. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing briefing documents and responding to ad-hoc queries. Represent and advocate the interest of the dtic in the AISI project management meeting, export council and CAV meetings. Develop, capture and maintain the electronic database for the Aerospace and Defence industry sectoral stakeholders and manufacturers. Provide technical administrative functions of the unit: Handle all enquiries and requests regarding the Aerospace and Defence sectors. Provide inputs into the strategic direction and operational plan of the unit. Engage in the implementation of agreed projects and programs. Propose the project plan that informs the business plan of the Directorate. Reporting: Provide progress reports on the projects as per request. Review and compile reports on economic statistics every quarter. Collate and analyse standardised industry data performance on the sector and produce reports. Oversee Centurion Aerospace Village (CAV), Aerospace Industry support initiative (AISI) and export council and produce a report to facilitate transfers.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<b><u>POST 19/138</u></b>	:	<b><u>OCCUPATIONAL HEALTH NURSE REF NO: CMSB - 099</u></b> Overview: To deliver comprehensive occupational and primary healthcare services aimed at enhancing employee health, well-being, and productivity within the Department, aligned with international best practices and regulatory compliance.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)

<b><u>CENTRE</u></b>	:	Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6, as recognised by SAQA in Nursing/Occupational Health with a Dispensing License and Registered with the South African Nursing Council (SANC) and the Health Professions Council of South Africa (HPCSA) as a professional nurse. 3–5 years of managerial experience in a Law, Politics, or Economics environment. 3 – 5 years' relevant experience as an Occupational Nursing Practitioner. Requirements: Must adhere to the Occupational Health and Safety Act (OHSA), 1993 and relevant regulations. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Mine Health and Safety Act, and Basic Conditions of Employment Act. Be able to assist employers in complying with legal workplace health obligations. Strong ethical and professional standards. Ability to work independently and within a multidisciplinary team. Excellent communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Develop Occupational Health Clinic Management: Establish, implement, and manage the Occupational Health Clinic aligned with relevant legislation and international standards. Design and maintain the clinic infrastructure, ensuring compliance with occupational health and safety regulations. Perform annual audits to maintain accreditation and operational effectiveness. Develop protocols for confidential record management and patient care. Coordinate the temporary recruitment of additional healthcare professionals to supplement the clinic service. Primary Health Care Programme Management: Provide medical diagnosis, treatment, follow-up and referral for primary health conditions. Develop and manage specialised services including Family Planning and Chronic Disease Management. Maintain accurate medical records and monitor health trends to inform strategic health interventions. Occupational Health Care Programme Management: Diagnose, treat, and manage workplace-related injuries and illnesses. Coordinate timely referrals to medical specialists. Respond effectively to medical emergencies in the workplace. Maintain accurate and timely records of occupational injuries and illnesses for statutory compliance. Health Promotion and Prevention: Develop and implement health education initiatives, including newsletters, presentations, and workshops on health and wellness topics. Promote awareness and participation in national and international health campaigns. Establish and maintain collaborative relationships with external health service providers and stakeholders. Reporting and Administration: Maintain detailed patient files and manage clinic records. Compile monthly, quarterly, and annual reports on clinic activities, utilisation, and health trends. Ensure accurate inventory management and procure necessary medical supplies and equipment. Oversee stocktaking activities and manage the procurement of clinic medicine and equipment.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

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

**MANAGEMENT ECHELON****POST 19/139**

- : **DIRECTOR: TRANSFORMATION MANAGEMENT REF NO: 230625/01**  
Branch: Provincial and Entity Governance and International Cooperation  
CD: IGR Sector Transformation and Provincial Governance  
Dir: Transformation Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R1 216 824 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : A relevant undergraduate qualification (NQF level 7) in Social Sciences/ Gender Studies/ Youth Studies/ Psychology/ Social Work as recognized by SAQA. Five (5) years experience at middle / senior managerial level. The disclosure of a valid unexpired driver's license. Strong experience in diversity management (Gender, youth, persons with disability transformation). Knowledge and understanding of PPFMA, BBBEE, Basic Conditions of Employment Act, Public Service Act, and other legislation related to transformation. Knowledge of Gender Equity and Women Employment Programme, Promotion of the rights of people with disabilities, mainstreaming and implementation of youth developmental programmes and job access strategy. Understanding of leadership and motivation to guide team members in making consistent progress. Stakeholder engagement and management. Independence and attention to detail. Excellent verbal and written communication. Strategic capability and leadership. Change management and innovation. Knowledge management, problem solving and analysis. Programme and project management. Financial management, and service delivery innovation. Client orientation and customer focus. Accountability and ethical conduct.

**DUTIES**

: Manage and guide the development of disability policies and strategies and implementation in collaboration with relevant departments, sector partners and experts. Maintain governance structures with internal and external stakeholder to enhance collaboration on disability mainstreaming. Monitor and evaluate the impact of existing policies and programmes. Oversee implementation and application of gender policies and strategies. Develop policies and strategies coordinate and mainstream issues pertaining to gender transformation. Aligning strategic plan objectives to ensure that all programs in the strategic plan address the mainstreaming of gender, in terms of legislation, regulations, and departmental policies. Coordinate programmes and monitor and evaluate coherence to respective NSP on GBVF pillars and the Gender Responsive Planning, Budgeting, Monitoring and Evaluation and Auditing Framework. Manage and guide the coordination of social and economic empowerment programs. Develop and review the framework for social and economic empowerment. Oversee the design and planning of empowerment programs to address identified social and economic needs. Programme management on the implementation of the National Youth Strategy. Oversee the development and harmonization of youth policies, review and define strategies for youth mainstreaming within the water sector. Aligning Strategic plan objectives to ensure that all programs in the strategic plan address the mainstreaming of youth in terms of legislation, regulations, policies and departmental. Direct strategic planning and business operations for the directorate.

**ENQUIRIES  
APPLICATIONS**

: Ms Petunia Ramunenyiwa Tel No: (012) 336 8065  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**OTHER POSTS****POST 19/140**

: **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO:  
230625/02**  
Branch: Water & Sanitation Services Management Eastern Cape  
CD: Provincial Operations: Eastern Cape

**SALARY  
CENTRE  
REQUIREMENTS**

: R582 444 per annum (Level 10)  
: King Williams Town  
: A National Diploma or Degree in Public Management/Business Management or Project Management. Three (3) to five (5) years management / supervisory experience in monitoring and evaluation. Exposure in project management is highly recommended. The disclosure of a valid unexpired drivers license. Knowledge of integrated water resource management. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of developing tools of monitoring and evaluation. Knowledge and developing of procedure for data collection. Knowledge of Compiling reports. Knowledge of equal opportunities and Affirmative action guidelines and laws. Framework for managing performance information. Working under pressure and multiple deadlines. Problem solving and analysis. Client orientation and customer focus.

**DUTIES**

: Plan and coordinate data collection process. Develop and share a vision and mission for the component. Liaise with various stake holders. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise Top Management and the legislature as well as relevant sector bodies, on policies and strategies relevant to the section. Compile monthly reports. Participating as a key player in the Water and Sanitation functional strategic plan. Develop strategic plan for the component. Develop an expenditure forecast on a quarterly basis for the component. Participate in developing and reviewing of policies. Assist in the developing of monitoring and evaluation tools. Modify existing programmes where applicable. Conduct monitoring and evaluation pilot studies. Monitor service delivery programmes of various component. Implementation of policies. Analyse trends on the implementation of programmes and come up with interventions where possible. Provide input policy amendments. Analyse and integrate all regional water sector relevant information for reporting. Liaise with key provincial sector role players. Prepare regional summary slide presentation on the analysis of project/programme progress including content and financial. Conduct regional training workshops on reporting. Ensures

		monthly data is quality checked, analysed and captured. Ensure the consolidation of all quarterly regional information into the water sector work plan reporting tool. Facilitate the development of regional action plans for implementation of relevant actions. Report risk areas to management regarding service delivery of programmes.
<b><u>ENQUIRIES</u></b>	:	Ms Z Gcilitshana Tel No: (043) 604 5521
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 19/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 230625/03</u></b> Branch: Water & Sanitation Services Management Free State CD: Provincial Operations: Free State Dir: Corporate Support Services Div: Management Accounting
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A relevant qualification at NQF level 7 in Financial Management. Three (3) years relevant supervisory experience in financial management. The disclosure of a valid unexpired drivers license will serve as an added advantage. Knowledge and understanding on human resources management legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of administration and clerical procedures and systems. An understanding of Financial Management policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Co-ordination and Management of the budget processes in the Region for Exchequer Account (Main Account) Compilation and Management of various budgets - MTEF, Estimates of National Expenditure, Adjustment Estimates of National Expenditure. Co-ordination, compilation, consolidation and evaluation of budget inputs from Programme and Line Managers. Compilation of the Early Warning Reports (EWS)-In Year Monitoring and Reporting (IYM)-both voted and Infrastructure Projects funds. Assist Head of Finance in strategic and operational financial matters and ensure that all reports, notices and other information are submitted to the Provincial Head, Head Office or the Auditor-General as required by the PFMA. Compilation of expenditure reports and revise budget projections monthly. Presentation of budgets and expenditure reports in Finance Committee (FINCO), Regional Management Committee (PMANCO), Regional Executive Committee (PEXCO)(Ad-hoc), Top Management Meetings (Ad-hoc) and Regional Strategic Planning Sessions. Capture budget on Bas as per the ENE. Updating and monitoring of budget on Bas with budget shifts. Implementation of PFMA and Treasury Regulations in the Department to ensure and promote effective, efficient, economical budgeting and expenditure control, reporting mechanisms and system. Provide information of expenditure trends to prevent overspending as well as underspending of budget. Management, supervision and training of staff in accordance with the functions and needs of the component. Effectively manage the MTEF project budget and sectional budget and ensure ongoing monitoring and reporting of financial performance.
<b><u>ENQUIRIES</u></b>	:	Mr PC Matsau Tel No: (051) 405 9000
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 19/142</u></b>	:	<b><u>OFFICE MANAGER REF NO: 230625/04</u></b> Branch: Corporate Support Services
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A relevant NQF level 6 qualification. Five (5) years experience in general administration and office management environment. The disclosure of a valid

		unexpired drivers license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the DDG Branch. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch.
<b><u>ENQUIRIES</u></b>	:	Mr J Mashele Tel No: (012) 336 8197
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 19/143</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 230625/05</u></b> Branch: Corporate Support Services
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.
<b><u>ENQUIRIES</u></b>	:	Mr J Mashele Tel No: (012) 336 8197
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>

<b><u>POST 19/144</u></b>	:	<b><u>PERSONNEL PERSAL CONTROLLER REF NO: 230625/06</u></b> Branch: Corporate Support Services Cd: HRM Dir: Human Resource Administration
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Human Resource Management. Three (3) to five (5) years experience in Human Resources. Knowledge in Policy implementation. Monitoring and evaluation principles. Good computer literacy. PERSAL Training. Excellent communication skills. Good problem solving and analysis. Pay attention to detail. Maintain confidentiality on information. Understand cultural awareness. Be flexible and initiative.
<b><u>DUTIES</u></b>	:	Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users jobs and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from PERSAL and Vulindlela. Co-ordinating PERSAL Training and provide assistance to PERSAL users. Maintain the PERSAL staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).
<b><u>ENQUIRIES</u></b>	:	Mr I Govender Tel No: (012) 336 7683
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 19/145</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 230625/07</u></b> Branch: Infrastructure Management: Head Office CD: Engineering Services Dir: Environmental Impact Monitoring (EIM)
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	A Senior/Grade 12 certificate. Have knowledge / competencies of clerical functions, Knowledge of basic financial operating systems (SAP). Knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of problem solving and analysis. A highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have skill in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Have accountability and ethical conduct. Teamwork and flexibility. Communication skills, verbal and written. Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Render general clerical support services to the Director and the officials within the Directorate. Keep and maintain the incoming and outgoing registers in the Directorate. Receive and respond to queries timeously. Receive and deliver documents for the Directorate as and when required. Maintain the filing system for the Directorate. Make photocopies and receive or send facsimiles. Type letters and / or other correspondences when required. Provide supply chain management support services within the Directorate. Complete procurement forms / capture purchase requisition on SAP system for purchasing of standards office items, drums, toners, stationery, IT equipment etc. Collect and control all received standards office items, drums, toners, stationery, IT equipment. Liaise with internal and external stakeholders in relation to procurement of goods and services. Receive and verify delivered goods / services for the Directorate. Stock control of offices stationery. Keep and maintain the asset register of the Directorate. Provide support in arranging travelling and accommodation requests if or when required. Provide financial administration support services in the Directorate. Check correctness of



		subsistence and travel claims of officials and submit to the manager for approval. Receive, verify and process invoices for payment.
<b><u>ENQUIRIES</u></b>	:	Ms T Shilote Tel No: (012) 336 6604
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 19/146</u></b>	:	<b><u>ADMINISTRATION CLERK (TELEPHONE OPERATOR) REF NO: 230625/08</u></b> Branch: Infrastructure Management: Southern Operations CD: WR Infrastructure Operations & Maintenance Dir: Operations Southern
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gqeberha/Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A Senior/ Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good communication skills. Telephone etiquette.
<b><u>DUTIES</u></b>	:	Operate the switchboard by answering the incoming and handling outgoing calls. Handle routine enquiries. Must upkeep the registry and filing system. Ensure customers are referred promptly and correctly. Taking down messages and administering the correct distribution thereof. Supplying basic information to customers regarding the Department services. Keep the reception area clean and tidy. Receive guests and / or visitors. Updating and distributing the internal telephone directory and keeping a database of other important contact numbers. Operate the fax machine. Responsible for fault reporting on the telephone system and liaising with service providers in this regard. Utilize the Telephone Management System to monitor telephone accounts, including printing reports and verifying information. Keeping and completing registers pertaining to their telephone system and fax machine. Monitor access control ensuring visitors sign in.
<b><u>ENQUIRIES</u></b>	:	Ms. P Adonis Tel No: (041) 508 9778
<b><u>APPLICATIONS</u></b>	:	All applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a>
<b><u>POST 19/147</u></b>	:	<b><u>CLEANER REF NO: 230625/09</u></b> Branch: Water & Sanitation Services Management Eastern Cape CD: Provincial Operations Eastern Cape Dir: Corporate Support Services Div: Auxiliary Services EC
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Cradock
<b><u>REQUIREMENTS</u></b>	:	An ABET certificate. Experience in cleaning services will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution/mixing). Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.
<b><u>DUTIES</u></b>	:	Provision of basic cleaning services. Keeping and maintaining of cleaning equipment and managing stock of cleaning materials. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Emptying and cleaning of waste bins. Collecting and removing of office waste. Freshening of offices, boardrooms, working areas, kitchen and storerooms. Cleaning the restrooms, refilling the hand wash liquid soap, replacing paper towels, toilet papers and emptying and cleaning of wash waste bins. Assisting with other duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr. S Dyolisi Tel No: (043) 604 5425
<b><u>APPLICATIONS</u></b>	:	Applications to be submitted online on the following link: <a href="https://erecruitment.dws.gov.za/">https://erecruitment.dws.gov.za/</a> or hand deliver to: Department of Water and Sanitation, No2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600
<b><u>NOTE</u></b>	:	NB: Preference will be given to candidates residing within the geographical area.

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

*The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.*

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Amukelane Misunwa Tel No: (012) 359 0240 / Mr Joseph Mahlangu Tel No: (012) 359 0238
- CLOSING DATE** : 23 June 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the

objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

## **OTHER POSTS**

**POST 19/148** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DWYPD/014/2025**

**SALARY** : R468 459 per annum (Level 09), fully inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate, National Diploma (NQF level 6) in Management Services/Operations/ Production Management/ Industrial Engineering/ Work Study or equivalent related qualification as recognized by SAQA; and Certificate of successful completion of National School of Government (NSG) as a Job Analyst. Minimum of four (4) years' practical experience in Organisational Development/ Effectiveness/ Work Study services of which (2) years should be at supervisory level. Knowledge and application of Batho Pele Principles. Knowledge of departmental strategic objectives and interpretation thereof. Design of functional and organisational structures. Application of the Public Service Occupational Classification System. Implementation of the Compensate Evaluate system. Regulatory and compliance requirements and procedures related to Organisational Design in the public service.

**DUTIES** : Facilitate the design and review of the organisational structure and Post Establishment; arrange meetings with relevant clients to gather relevant information regarding their request and conduct investigation (i.e. conduct functional analysis; design functional structure; determine post establishment (work measurement); design organisational structure; business process, etc); Compile and submit report based on preliminary findings and recommendations to supervisors for amendments/amend sub-ordinate report; Communicate approved recommendations of investigations with clients; Consult with the MPSA on changes to the organisational structure in compliance with the PSR of 2016, as amended; Provide support on the determination of MTEF COE cost implications of the post establishment; Provide assistance in ensuring alignment between the funded post establishment and PERSL; Provide support on change management processes to support the implementation of the organisational structure; Maintain data and provide management reports related to the Department's post establishment. Facilitate and coordinate the development and/ or review of job descriptions; Develop a template suitable for the purposes of the Department that meets DPSA compliance requirements; Facilitate the development and quality assurance of job descriptions for posts on the approved establishment; Maintain a repository of approved and signed job descriptions, and database of relevance to ensure that job descriptions remain valid and are updated at least every 60 months. Undertake evaluations of jobs on the organisational and post establishment; Conduct preliminary evaluations/benchmark exercises and present finding to the Job Evaluation Panel; Coordinate Job Evaluation Panel meetings; Provide secretarial support to the Job Evaluation Panel; Facilitate approval of grades as recommended by the Job Evaluation Panel. Facilitate Business Process management services; Analyse current business process; Make proposals on improved business process; Finalise the improved business process; Survey for monitoring and evaluation. Maintain and report on the HR Information repository; Collect, collate, analyse, interpret and report HR information; Compile monthly personnel expenditure reports; Maintain monthly Post Establishment reports; Compile and maintain Human Resource Oversight database; Compile quarterly and annual Human Resource Oversight Reports; Capture, facilitate approval and submit annual Employment Equity reports to the Department of Employment and Labour.

**ENQUIRIES** : Mr Stephen Tsolo Tel No: (012) 359 0420  
**APPLICATIONS** : [Recruitment02@dwypd.gov.za](mailto:Recruitment02@dwypd.gov.za)

<b><u>POST 19/149</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT: ECONOMIC EMPOWERMENT AND PARTICIPATION IN THE CHIEF DIRECTORATE ECONOMIC EMPOWERMENT OF WOMEN REF NO: DWYPD/015/2025</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06), plus benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent NQF level 4 qualification. No experience required. Knowledge: Knowledge of departmental policies and applicable protocols; Regulatory framework governing the public service. Skills: effective verbal communication; basic numeracy; computer literacy, particularly in the MS Office Suit and Intranet; Interpersonal relations; general office administrative and clerical skills. Personal Attributes: Resourceful; Ability to work under stressful situation; Ability to communicate at levels; People oriented; trustworthy; punctual; hard-working; self-motivated; Ability to work independently.
<b><u>DUTIES</u></b>	:	Provide secretarial and clerical support to the office of the Chief Director. Coordinate the Chief Director's daily programme; Screen all call directed to the Chief Director; Provide secretarial support to meetings convened by the Chief Director; Liaise with internal and external stakeholders. Manage the front desk operation of the Office of the Chief Director. Receive and attend to visitors of the Office of the Chief Director; Respond to enquiries directed to the Office of the Chief Director. Render logistical support services to the office of the Chief Director. Make travel and accommodation arrangements for the office of the Chief Director; Facilitate the procurement of goods and services for the office of the Chief Director; Facilitate payment of subsistence and travel claims for the office of the Chief Director. Render administrative support to the Office. Develop and maintain an effective filing and retrieval system in the Office of the Chief Director; Effectively manage, monitor and track correspondence related to the Office of the Chief Director; Compile correspondences on behalf of the Chief Director; Compile and co-ordinate documentation for Chief Director's meetings; Develop and maintain an effective filing system in the Office of the Chief Director; Manage the leave register for the office of the Chief Director; Monitor the budget of the office of the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Ms Anna Mnguni Tel No: (012) 359 0407
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Recruitment03@dwypd.gov.za">Recruitment03@dwypd.gov.za</a>

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

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

<b><u>APPLICATIONS</u></b>	:	Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen. Email: recruitment@dard.gov.za
<b><u>CLOSING DATE</u></b>	:	27 June 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z.83, obtainable from any Public Service Department. Only shortlisted candidates will submit transcript of results, Qualification certificates, driver's license, identity document and a C.V. Shortlisted candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**OTHER POSTS**

<b><u>POST 19/150</u></b>	:	<b><u>STATE VETERINARIAN REF NO: SV (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kroonstad Veterinary Laboratory and Welkom State VET Office
	:	BVSc Degree or equivalent Qualification recognised by the South African Veterinary Council. Registration with the South African Veterinary Council. Valid driver's licence (code B). 1-2 years post qualification experience.
<b><u>DUTIES</u></b>	:	Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact; Collection of data and stakeholder consultation; Compile and provide inputs for policy development, norms and standards; Dissemination, implementation and auditing of policies, norms and standards. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (eg. Early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions; Management of animals identification and traceability; Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones;

Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care); Design and implementation of herd health programs to promote productivity of livestock; Implement disease surveillance and other epidemiologic studies; Facilitate the development of a practical Early Warning System for all relevant diseases including disease modelling, simulation and scenario mappings; Contribute to the development of emergency diseases control preparedness systems; Liaising with the public, animal owners, organized agriculture and international organizations on the prevention and treatment of diseases; Manage and control the importation and exportation of animals and animal products; Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program; Conduct veterinary risk assessments; Ensure that slaughter and other import/export facilities comply with the registration requirements with the relevant authorities; Performance of abattoir ante and post mortem inspections as required; Audit the hygiene management systems at the import / export establishment (e.g. Implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS); Certification of products in accordance with International norms and standards; Management of meat inspection and disposal of condemned material in accordance with the relevant legislation; Identify illegal slaughter practices and take corrective action with assistance when necessary; Undertake post mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality; Implement new procedures techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research service is rendered; Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples; Inspect slaughter and sterilization facilities to ensure the maintenance of essential national hygiene standards; Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations. Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following:- Determine needs of communities through liaison with community leaders and other stakeholders; Determine interventions required to address the needs; Plan, implement and coordinate the appropriate interventions; Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care; Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the Veterinary unit; Comply with the Public Service prescripts; Comply with Financial Management prescripts; Contribute to the maintenance of databases; Compile and submit reports as required; Oversee and supervise the relevant staff i.e. Compulsory community service veterinarians. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Service, through: Studying the Veterinary legal and policy frameworks continuously to enable optimum performance of the Veterinary functions according to the required standards; Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

<b><u>ENQUIRIES</u></b>	:	Dr J J Barnard at 066 025 2229
<b><u>POST 19/151</u></b>	:	<b><u>VETERINARY TECHNOLOGIST REF NO: VET (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Bloemfontein Veterinary Laboratory and Kroonstad Veterinary Laboratory
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Veterinary Technology. Registration with the South African Veterinary Council. Valid driver's licence. 1 – 2 years' experience post qualification.
<b><u>DUTIES</u></b>	:	Render a Veterinary Laboratory Diagnostic service, which would, inter alia, entail the following: Receive, collect, register, and process specimens; Analyse and interpret laboratory diagnostic test readings; Use approved methods and

techniques to carry out diagnostic tests. Review and verification of test results. Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning, which would, inter alia, include the following: Generate, record, verify, manipulate and maintain diagnostic data; Report back on diagnostic and related data as and when required; Compile monthly and annual statistical reports. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service. This would, inter alia, entail the following: Participate in compilation of SOP's and implementation of approved SOP's in accordance with applicable quality management system; Study professional journals and publications to ensure that cognisance is taken of new developments; Keep abreast of the latest developments in Veterinary Diagnostic technologies. To perform all administrative and related functions which would include, inter alia, the following: Supervise technical and related personnel and section budgets; Stock control of the relevant diagnostic section; Control and maintenance of laboratory equipment, including calibration; Ensure compliance with national prescriptions.

<b><u>ENQUIRIES</u></b>	:	Dr H Bester-Cloete at 066 025 1955
<b><u>POST 19/152</u></b>	:	<b><u>ANIMAL HEALTH TECHNICIAN REF NO: AHT (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Xhariep District: Koffiefontein; Mangaung Metro: Botshabelo and Thabo Mofutsanyana District: Warden
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Animal Health. Registration with the SA Veterinary Council as Animal Health Technician. A valid driver's licence Code 08 (EB). 1 – 2 years post-qualification experience.
<b><u>DUTIES</u></b>	:	Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax). Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases e.g. Sheep Scab and Rabies. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. Provide extension services on animal health to animal owners, which would, inter alia, entail the following: Determine the needs of farmers, communities through liaison with them, Initiate meetings, gatherings and farmers days for the promotion of animal health and production. Do presentations at extension programs, farmers' days, etc. Perform administrative and related functions which would entail the following: Populate databases and registers. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan for Animal Health Unit.
<b><u>ENQUIRIES</u></b>	:	Xhariep District: Ms M Dlanga at 072 711 1809 Mangaung Metro: Dr J J Barnard at 066 025 2229
<b><u>POST 19/153</u></b>	:	<b><u>VETERINARY PUBLIC HEALTH OFFICER REF NO: VPH (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Fezile Dabi District: Sasolburg
<b><u>REQUIREMENTS</u></b>	:	Relevant National Diploma in Environmental Health / Animal Health / Veterinary Public Health. Registration with the relevant South African statutory board is recommended. Valid driver's license (code EB). 1 – 2 years post-qualification experience.
<b><u>DUTIES</u></b>	:	Ensure meat hygiene and food safety through inter alia: Monitor and inspect import and export products / animals and accompanying documentation to

ensure that international standards are adhered to. Execute law enforcement in accordance with the Meat Safety Act. Abattoirs & sterilization plants: Auditing and monitoring abattoir hygiene through routine sampling and conducting of regular inspections. Making recommendations regarding the registration, upgrading and repair of existing facilities. Implementation and verification of the Hygiene Assessment System (HAS). Provide training to meat inspection staff, slaughter personnel and quality control officers. Ensure that game harvesting processes comply with national and international standards. Ensure legislative compliance through awareness campaigns, extension practices & law (to public, existing & proposed clients regarding food safety) through inter alia: Advise the public regarding informal slaughtering & exemptions; Determine slaughtering needs of communities and make recommendations; Assist with Departmental projects regard slaughtering of animals (culling); Provide training, technical assistance and health education to communities on food safety; Recommendations regarding the registration, upgrading and repair of existing facilities; Training of meat inspection staff, abattoir personnel and Food Safety Managers' Serving of directives (reports, warning, notices, directives); Investigate and control illegal slaughtering in collaboration with the relevant authorities; Liaison with internal and external stake holders. Ensure compliance with legislation, national and international export requirement (individual export or district export facilities & international trade requirements) through inter alia: Auditing of export facilities for compliance (dairies, cutting plants, processing plants, sources for hides & skins, intermediate stores). Game harvesting – monitoring of harvesting procedures (compliance with local and international requirements. Collection of samples for surveillance projects of identified diseases in animal and animal products, i.e. BSE Sampling (Brain stem samples), bacteriological sampling (Water, effluent, surfaces, carcasses), Residue Sampling (Hormones, pesticides, Antibiotics). Perform administrative and related functions, which would, inter alia, entail the following: Collection of data, Populate database, Compile and submit monthly and quarterly reports, letters and notices. Provide inputs to the operational plan for veterinary public health.

**ENQUIRIES** : Dr M Mundia at 066 025 4575

**POST 19/154** : **LABORATORY ASSISTANT REF NO: LA (X2 POSTS)**

**SALARY** : R193 359 per annum (Level 04)  
**CENTRE** : Kroonstad Veterinary Laboratory  
**REQUIREMENTS** : Grade 12 or equivalent qualification. No experience needed.  
**DUTIES** : Prepare samples for the analysis and/or determination of causes of disease i.e. chemical residues, pH, EC, mycology etc. which would, inter alia, entail the following: Labelling of samples Collecting/taking samples for preparation (i.e. blood, water, soil, tissue). Preparation of sample material by eg. weighing, drying, cutting etc. Preparation of media (ELIZA kits). Preparation and staining of smears. Preparation of stains, buffers and reagents. Storage of samples. Packing and/or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform routine analysis of samples under mentorship/supervision of senior personnel which would include inter alia the following: Visual inspection and collection of infected material if applicable. Perform extractions and basic analyses of samples. Perform bacterial isolations and confirmatory tests. Assist in routine identification of various types of pests/diseases (including bacteria, parasites etc.). Record analyses results. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Perform basic maintenance and control functions of animal production stock: Daily care of animals (i.e cleaning of water troughs and adding health treatments to feed). Moving animals between camps. Report unhealthy animals, mortalities and have post mortems done. Perform administrative and related functions, which would, inter alia, entail the following: Inventory control of equipment and consumables for equipment. Record keeping and updating of identified registers (i.e. Registration book, Sample referral; Samples received, records of results, inventory of standards, reagents and chemicals). Assist with invoicing of analyses. Comply with health and safety regulations.

**ENQUIRIES** : Ms E Mokhobo at 073 581 9936



## DEPARTMENT OF SOCIAL DEVELOPMENT



### APPLICATIONS

: Applications should be addressed to various institution as per the application's need:

to be submitted to: **Provincial Office:** Please forward your application quoting the relevant reference number, Department of Social Development, Private Bag X20616, Bloemfontein 9300. Human Resource Management (Recruitment Section) Old Standard Bank Building, or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to [Recruitment@fssocdev.gov.za](mailto:Recruitment@fssocdev.gov.za) General enquiries: Ms MV Mophethe at 083 577 2009

**Leratong CYC Centre:** Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, 1809 Mokhethi Street Phuthaditjhaba, 9866 OR Email to [Recruitment.Leratong@fssocdev.gov.za](mailto:Recruitment.Leratong@fssocdev.gov.za)

**Bethlehem Office:** Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, Johan Blignaut Street, Sederhof Building, Bethlehem, OR Email to: [Recruitment.Bethlehem@fssocdev.gov.za](mailto:Recruitment.Bethlehem@fssocdev.gov.za)

**Botshabelo Haven Old Age Home:** Please forward your application quoting the relevant reference number, OR hand over to Department of Social Development, 423 Section B, Botshabelo, 9781 Email to: [Recruitment.Botshabeloh@fssocdev.gov.za](mailto:Recruitment.Botshabeloh@fssocdev.gov.za)

**Mangaung Metro:** Please forward your application quoting the relevant reference number, Department of Social Development, Tshireletsong Child & Youth Care Centre, Phola Park, Next to Legae High School, Bochabela, Bloemfontein, 9323 or Email to [Recruitment.mangaung@fssocdev.gov.za](mailto:Recruitment.mangaung@fssocdev.gov.za)

**Qwaqwa FDC:** Please forward your application quoting the relevant reference number, OR hand deliver Department of Social Development, Corner of Moremoholo and Setai Street, Old FDC Building, Setsing, 9870, OR Email to: [Recruitment.tmfutsanyana@fssocdev.gov.za](mailto:Recruitment.tmfutsanyana@fssocdev.gov.za)

**Welkom Office:** Please forward your application quoting the relevant reference number, OR hand deliver to Department of Social Development, Macholo Building, 05 Elizabeth Street, Welkom 9460 or Email to [Recruitment.lejweleputswa@fssocdev.gov.za](mailto:Recruitment.lejweleputswa@fssocdev.gov.za)

### CLOSING DATE

: 23 June 2025 at 16h00

### NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Received application using the incorrect application for employment (old Z83) will not be considered. Please ensure that the specific reference number is quoted correctly. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

## OTHER POSTS

<b><u>POST 19/155</u></b>	:	<b><u>DEPUTY DIRECTOR: FRAUD AND ANTI-CORRUPTION REF NO: DSDFS 41/25 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum
<b><u>CENTRE</u></b>	:	Provincial Office (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	A recognized Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent qualification with 3-4-year relevant experience.
<b><u>DUTIES</u></b>	:	Develop and Manage the Departmental Anti – Corruption and Fraud Prevention Strategy and plan and monitor the Implementation thereof. Manage the Development of measures and mechanisms to reduce and detect corruption of fraud in the department. Communicate and Liaise with all stakeholders both internal and external. (Labour Relations, Legal, national Intelligence Agency and South African Police Service. Develop Content of the Presentation material and ensure that training and awareness programmes are conducted. To ensure the management of financial and human resources.
<b><u>ENQUIRIES</u></b>	:	Mr. G Molahloe at 083 291 5468
<b><u>POST 19/156</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R477 564 per annum
<b><u>CENTRE</u></b>	:	<b>Fezile Dabi District:</b> Kroonstad Ref No: DSDFS 42/25 (X2 Posts) <b>Mangaung Metro:</b> Bloemfontein Ref No: DSDFS 43/25 (X1 Post), Thaba Nchu Ref No: DSDFS 44/25 (X1 Post) <b>Thabo Mofutsanyana:</b> Qwa Qwa Reference No. DSDFS 45/25 (X1 Post), Bethlehem Ref No: DSDFS 46/25 (X1 Post) <b>Lejweleputswa District:</b> Welkom Ref No: DSDFS 47/25 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker. A minimum of 7 years appropriate experience in Social Work after registration as Social Work with the SACSSP. (applicants are not submitting copies/ attachments/ certificates/ ID /Driver license/qualifications on application, only when shortlisted)
<b><u>DUTIES</u></b>	:	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. Attend to any other matters that could result in, or stem from social instability in any form. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all administrative functions required in the unit and undertake the higher-level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms. M Martins at 066 487 6214 (Fezile Dabi) Ms M Phori at 071 864 5734 (Mangaung Metro) Ms H Moloi at 083 302 5914 (Thabo Mofutsanyana) Ms M Monyameng at 083 443 8201 (Lejweleputswa)
<b><u>POST 19/157</u></b>	:	<b><u>ASSITANT DIRECTOR: RISK MANAGEMENT REF NO: DSDFS: 48/25 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	A three-year Bachelor's degree/ National diploma or equivalent NQF level 6 qualification with Risk Management, Auditing/ Internal Auditing as a major and valid driver's license. 2-3 years' experience in Risk Management, Auditing/ Internal Auditing Knowledge of relevant legislation. Valid driver's licence (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Core responsibilities will be largely focused around protecting the Department from various forms of risk and fraud. To provide effective and efficient risk management services. Develop and maintain by facilitating development and maintenance of the following department's risk management documents namely, Risk Management strategy, Risk Management Policy, Risk Plan/ Register/ Profile and Risk Management Committee Charter. Maintain and

update risk registers to determine the effectiveness of progress concerning risk management in the department. Conduct education and awareness campaigns on risk management to promote a risk management culture and capacity on risk management in the department. Review the implementation of risk management processes to ensure compliance in the department. Educate and train all staff on enterprise-wide risk management principles and its value-add. Maintain and communicate the risk management initiatives to all staff. Analyse the Department strategic objectives, audit findings and loss control register with a view to mitigate risks. Conduct risk identification, analysis and evaluation with business units. Monitor status of risk mitigation action and report on the impact of mitigation plans. Regularly update the Department's risk register. Develop and maintain the current risk management portal. Ensure proper management of resources to render an effective and efficient risk management services.

**ENQUIRIES** : Mr R Musi at 066 015 9384

**POST 19/158** : **ASSISTANT DIRECTOR: WEB & SYSTEM MANAGEMENT REF NO: DSDFS: 49/25 (X1 POST)**

**SALARY** : R468 459 per annum (Level 09)

**CENTRE** : Provincial Office

**REQUIREMENTS** : An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology (with Web / Application Development as a subject). 3 years' practical experience in Web / Application Development Environment. Knowledge of Systems Development Life Cycle (incl. Data Modelling & System Design). Sound knowledge of Java, JavaScript, HTML, SQL and Oracle PL/SQL, Microsoft share-point. Practical knowledge of database design and normalisation of user requirements. Valid Driver's license (Motor Vehicle)

**DUTIES** : Provide management for web resources and subordinates, Design, create and maintain the web site for the department, Graphic designing and print media Design, create and maintain the web site for the department, Plan, coordinate and implement security measures to safeguard against accident or unauthorized monitoring or disclosure, Maintain, test and administer web server, operating tools and software for department web site, Keep abreast with new developments and provide inputs to policies and strategies, Train, advice and inform IT staff and Department officials on usage of web resources to improve the department's efficiency and effectiveness.

**ENQUIRIES** : Mr M Mandiwana at 066 015 9384

**POST 19/159** : **ASSISTANT DIRECTOR: ICT OPERATIONS MANAGEMENT REF NO: DSDFS: 50/25 (X1 POST)**

**SALARY** : R468 459 per annum (Level 09)

**CENTRE** : Provincial Office

**REQUIREMENTS** : An appropriate Bachelor's degree or Tertiary National Diploma in Information Technology. 5 years' practical experience. Valid Driver's license (Motor Vehicle)

**DUTIES** : To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental DITC Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment in the Department, including the disposal thereof in terms of Treasury regulations.

**ENQUIRIES** : Mr M Mandiwana at 066 015 9384

<b><u>POST 19/160</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL PLANNING, BUDGETING &amp; MONITORING REF NO: DSDFS: 51/25 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Provincial Office Bachelor's Degree in Accounting or NQF level 6 qualification in Financial Management or Grade 12 plus a minimum of 5 years' experience in Public Sector Financial Administration. Computer literacy including knowledge of Microsoft Excel. Knowledge and understanding of the PFMA and Treasury Regulations.
<b><u>DUTIES</u></b>	:	The compilation of departmental budget documents, presentations and reports, The shifting of funds within programmes as well as effecting virements on BAS and the reporting thereof, The compilation of expenditure reports (e.g Status reports, IYM, CG, Priority and COE reports) for programme monitoring in terms of actual expenditure, commitments, deviations and future projections, the control of SCOA segments and BAS codes related to budgeting, The performing of an administration function for the directorate, the performing of ad hoc requests.
<b><u>ENQUIRIES</u></b>	:	Ms S Van Der Merwe at 066 487 6197
<b><u>POST 19/161</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANGEMENT X1 REF NO: DSDFS 52/25 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Provincial Office Bachelor's Degree or a National Diploma in Human Resource Management or NQF level 6 qualification. 3 years' work experience in Human Resource Management. Proven knowledge of PERSAL. Computer literacy. A valid driver's license (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Manage Personnel Administration Sub-directorate. Manage performance of staff and ensure appropriate training and development. Maintain Human Resource database of the department. Monitor and authorize PERSAL transactions according to delegations of the department. Manage appointment, transfers and termination of services. Prepare and consolidate reports on personnel administration issues. Implement of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislations. Perform functions of a PERSAL Controller.
<b><u>ENQUIRIES</u></b>	:	Ms SD Lebakeng at 066 486 6668
<b><u>POST 19/162</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING &amp; ADVISORY SERVICES REF NO: DSDFS 53/25 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Provincial Office Bachelor's Degree in Human Resource Management or NQF level 6 qualification with appropriate experience. 3 years relevant working experience. Computer literacy. A valid driver's license (Motor Vehicle)
<b><u>DUTIES</u></b>	:	Manage Human Resource Planning and Advisory Services. Develop and provide advice on all human resource policies in the department. Co-ordinate recruitment and selection process. Develop and submit Human Resource Plan, Human Resource Plan Implementation Report, Employment Equity Plan and Employment Equity Report. Manage performance of subordinate and ensure appropriate training and development. Oversee the implementation of directive and policies.
<b><u>ENQUIRIES</u></b>	:	Ms MV Mophethe at 083 577 2009
<b><u>POST 19/163</u></b>	:	<b><u>ADMINISTRATIVE OFFICER HUMAN RESOURCES REF NO: DSDFS 55/25 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07) Bethlehem Office Appropriate degree or National Diploma in Human Resources Management/Public Administration/Public Management or NQF Level 5 qualification. A minimum of 2 years' experience in administration, public sector,

		Human Resource matters, Supply Chain Management, Financial management, Budget administration.
<b><u>DUTIES</u></b>	:	Implement financial administration to support the Manager with financial administration. Render supply chain management support services to the Manager. Render general support services to the Directorate. Supervises and controls resources to ensure a satisfactory workflow and service delivery
<b><u>ENQUIRIES</u></b>	:	Mr V Motaung at 083 406 2366
<b><u>POST 19/164</u></b>	:	<b><u>ADMINISTRATIVE OFFICER (PMDS PRACTITIONER) REF NO: DSDFS 56/25 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate degree or National Diploma in Human Resources Management/Public Administration/Public Management or NQF Level 5 qualification. A minimum of 2 years' experience in administration, public sector, Human Resource matters, Supply Chain Management, Financial management, Budget administration.
<b><u>DUTIES</u></b>	:	Assist with the successful implementation of the (employee) Performance Management System for officials' level 1-12 within the Department. Verify and report on the extent to which Performance Management Plans are developed, signed and/or maintained within all units of the Department and assist and/or advice Managers thereon. And monitor the adherence to all due dates of Performance Agreements, Quarterly Reviews and End of Cycle Reports. Finalization of the annual PMDS Cycle. Render effective and efficient secretariat services to the Departmental PMDS structures. Represent the Department in committees and/or for a on matters related to the above.
<b><u>ENQUIRIES</u></b>	:	Ms L Rossouw at 066 486 5542
<b><u>POST 19/165</u></b>	:	<b><u>PERSONAL ASSISTANT (CHIEF DIRECTOR: COMMUNITY &amp; PARTNERSHIP DEVELOPMENT REF NO: DSDFS 57/25 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Diploma or equivalent qualification at (NQF level 5). A minimum of 1 to 2 years' experience in Administration or rendering a support service to Senior Management. Knowledge of relevant Public Service and Departmental legislation / prescripts / policies and procedures. Knowledge of financial, provisioning and Human Resource administration procedures and processes. Skills and Competencies; Communication skills (verbal and Written), Interpersonal and organizational skills, Computer literacy; Numerical skills, Competency in word, excel and power-point Problem solving. Creative and analytical thinking. Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Provide secretarial / receptionist support to the Chief Director. Render Administrative support services (arrange for meetings, filling, manage the diary, ensure minutes are available for all Chief Director meetings, filling and easy retrieval of documents) and manage the budget of the Chief Director. Remains up to date with regard to prescripts / policies and procedures applicable to the terrain to ensure efficient and effective support to the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Ms W Direko at 066 487 6191
<b><u>POST 19/166</u></b>	:	<b><u>MONITORING AND EVALUATION OFFICER REF NO: DSDFS 58/25 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree - (Bachelor of Commerce / Business Management / Economics / Business Administration / Public Administration / Monitoring and Evaluation. 1-2 years relevant working experience. A Valid driver's license.
<b><u>DUTIES</u></b>	:	Assist with the development of the Department's Monitoring and Evaluation Policy and/or Implementation Strategy (in line with national and/or provincial frameworks). Assist with the development of the Department's Monitoring and Evaluation Reporting Format (inclusive of reporting time-frames) in line with the Department's Annual Performance Plan as well as the Annual Report of the Department. Arrange, in liaison with the Departmental Skills Development

		Facilitator, capacity building programmes on matters related to monitoring and evaluation (of non-financial performance) is improved continuously. Collate and consolidate information pertaining to the performance of the Department. Attend provincial – and/or departmental meetings on matters related to monitoring and evaluation. This includes the capturing of resolutions if and when the meetings are chaired by the Departmental M&E Specialist and/or the departmental Manager: M&E.
<b><u>ENQUIRIES</u></b>	:	Mr T Ntsane at 083 295 2624
<b><u>POST 19/167</u></b>	:	<b><u>STATE ACCOUNTING CLERK: NPO REF NO: DSDFS 59/25 (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05)
	:	Thabo Mofutsanyana District Office (X2 Posts)
	:	Mangaung Metro District Office (X2 Posts)
	:	Lejweleputswa District Office (X2 Posts)
	:	Xhariep District Office (X2 Posts)
	:	Fezile Dabi District Office (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate. National Diploma or Bachelor's Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA and 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy
<b><u>DUTIES</u></b>	:	Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification and approval (internal control), process invoices (e.g. capture payments), Collection of cash). Perform Financial Accounting Administration support services inclusive of updating and maintaining invoice tracking register, file documents (Batch control), perform adhoc activities as and when required. Perform bookkeeping support services in respect of: - capturing of all financial transactions, clearing of suspense accounts, recording of debtors and creditors, processing of electronic banking transactions and compiling of journals.
<b><u>ENQUIRIES</u></b>	:	Ms N Bothma at 083 443 8215 (Lejweleputswa) Ms K Nkungwana at 083 443 8343 (Fezile Dabi) Ms P Lithabe at 066 486 6749 (Thabo Mofutsanyana) Ms M Mohokare at 083 443 9037 (Mangaung Metro)
<b><u>POST 19/168</u></b>	:	<b><u>LAUNDRY AID SUPERVISOR REF NO: DSDFS 60/25 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum (Level 04)
	:	Leratong CYC Centre
	:	Botshabelo Haven Old Age Home
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Abet level 4. Three (3) years laundry work or related or related experience required.
<b><u>DUTIES</u></b>	:	Supervise laundry operations. Supervise provision of laundry maintenance services. Supervise human and physical resources.
<b><u>ENQUIRIES</u></b>	:	Ms T Nhlapo at 066 485 9783
<b><u>POST 19/169</u></b>	:	<b><u>CLEANER SUPERVISOR/FOREMAN REF NO: DSDFS 61/25 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum (Level 04)
	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	Grade 10/ABET level 4. 3 years cleaning experience.
<b><u>DUTIES</u></b>	:	To oversee cleaning services of offices, corridors, general kitchens, restrooms and bathrooms. To manage and ensure the maintenance of cleaning materials and equipment. To supervise human /staff
<b><u>ENQUIRIES</u></b>	:	Ms M Petje at 066 487 6143
<b><u>POST 19/170</u></b>	:	<b><u>CLEANER REF NO: DSDFS 62/25 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02)
	:	Botshabelo Haven Old Age Home
<b><u>REQUIREMENTS</u></b>	:	ABET or equivalent qualification.

<b><u>DUTIES</u></b>	:	Provision of cleaning services by cleaning offices corridors, elevators and Boardrooms. Cleaning restrooms. Keep and maintain cleaning materials and equipment.
<b><u>ENQUIRIES</u></b>	:	Ms S Sothoane at 066 486 6635
<b><u>POST 19/171</u></b>	:	<b><u>LAUNDY AID REF NO: DSDFS 63/25 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R138 486 per annum (Level 02)
	:	Botshabelo Haven Old Age Home (X2 Posts)
	:	Leratong CYC (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 3 (Grade 10 certificate or equivalent)
<b><u>DUTIES</u></b>	:	Operate washing machine/tumbles driers/presses, Sort linen in laundry, supply clean linen to wards and remove dirty/soiled linen, Load and off load linen from laundry trucks, Slouch soiled linen.
<b><u>ENQUIRIES</u></b>	:	Ms S Sothoane at 066 486 6635, Ms T Nhlapo at 081 829 9433

#### **DEPARTMENT OF TREASURY**

***The Free State Provincial Government is an equal opportunity affirmative action employer and to this end has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets correlating to the posts.***

<b><u>APPLICATIONS</u></b>	:	Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground Floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications may also be e-mailed to <a href="mailto:recruitment@treasury.fs.gov.za">recruitment@treasury.fs.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr. W van Zyl, Fidel Castro Building Tel No: (051) 405 5266
<b><u>CLOSING DATE</u></b>	:	25 June 2025
<b><u>NOTE</u></b>	:	Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualification(s) should be mentioned in the CV). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Applicants are requested to complete the Z83 form properly and in full. The department name, post title and reference number of the advertised post should be stated on the Z83. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will also be subjected to a competency assessment, a practical test/exercise as well as an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). Employment Equity targets: African males and/or African females. Persons with disabilities are encouraged to apply.

## MANAGEMENT ECHELON

<b><u>POST 19/172</u></b>	:	<b><u>DIRECTOR: FISCAL POLICY REF NO: FSPT: 013/25</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package). (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A degree or equivalent qualification (NQF level 7) in Accounting/ Economics or equivalent qualification with Accounting/ Economics as a passed major subject. A minimum of five (5) years' experience in a budget/ fiscal policy/ public finance/ economic research environment. Five (5) years' experience at Middle/Senior Managerial level. Knowledge of The Constitution of the RSA, Intergovernmental Fiscal Relations Act, Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Medium Term Expenditure Framework (MTEF) Budget process, Treasury regulations and Treasury guidelines. Must possess the following skills: Written and verbal communication-, policy development-, budgeting-, strategic skills-, reporting- and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills and ability to effectively interact with clients.
<b><u>DUTIES</u></b>	:	Provide advice on the Medium-Term Fiscal Policy Framework. Oversee the analysis of the provincial equitable share and conditional grants. Enhance and optimize provincial revenue streams. Manage the revenue trends and revenue reports compiled/produced. Oversee the effective administration of own revenue resources. Enable the implementation of an appropriate borrowing policy framework. Set parameters for the development of an overall financing envelope for the province. Ensure the issuing of best practice/instruction to the Provincial Departments. Provide technical assistance and build capacity in the Provincial Departments and Public Entities. Manage the resources of the Directorate. Manage and mitigate risks within the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. P E Lebone at 082 803 4075 (office hours only)



**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane. or on the following website: <http://10.55.145.92/e-recruitmentInternal/>
- CLOSING DATE** : 27 June 2025, 14 H00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za/](http://www.limpopo.gov.za/) [www.edu.gov.za/](http://www.edu.gov.za/) [www.dpsa.gov.za/](http://www.dpsa.gov.za/). The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

**OTHER POSTS**

- POST 19/173** : **SOCIAL WORK MANAGER ECD CONDITIONAL GRANT REF NO: LDOE 11/04/2025**
- SALARY** : R970 686 per annum, (inclusive package)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : Bachelor's degree in social work. Minimum of 10 years' experience in social work after registration as a Social Worker with the SACSSP of which 5 years must be appropriate experience in ECD Conditional Grant. Registration with the South African Council for Social Service Professions as a Social Worker. Computer literacy A valid South African driver's licence (with exception of person with disability). Strategic Capability and Leadership skills. People management and Empowerment skills Programme and Project Management skills. Financial Management Skills. Computer Literacy.
- DUTIES** : Coordinate services and resources needed to meet the needs of ECD Centres, Plan, manage, Maintain accurate and up-to-date database of refurbished and low cost ECD Centres through Conditional grant. Manage and implement the

		ECD conditional grant registration packages. Facilitate stakeholders' engagement meetings for the construction of low-cost ECD Centres. Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Advocate for ECD Centres and the rights of children. Manage and monitor funded ECD Centres. Supervise Social workers and Social auxiliary workers. Attend Stakeholders, District, Provincial and National meetings. Prepare ECD conditional grant reports.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<b><u>POST 19/174</u></b>	:	<b><u>DEPUTY DIRECTOR QUANTITY SURVEY: ECD CONDITIONAL GRANT REF NO LDOE 12/04/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (inclusive package)
	:	Head Office, Polokwane
	:	A Bachelor's Degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognised by SAQA.3 - 5 years' relevant experience at a lower management level as an Assistant Director in Building Construction and Building Maintenance. Computer literacy A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
<b><u>DUTIES</u></b>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource-related activities.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<b><u>POST 19/175</u></b>	:	<b><u>DEPUTY DIRECTOR QUANTITY SURVEY REF NO: LDOE 15/04/2025 (X1 POST)</u></b> Infrastructure Delivery Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (inclusive package)
	:	Head Office
	:	A bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA.3 -5 years relevant experience at lower management level as a Quantity Surveyor in Building Construction and Building maintenance. Computer literacy. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
<b><u>DUTIES</u></b>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning. Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do

		maintenance trend analysis and facility cost research. Contribute to the human resource-management.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<b><u>POST 19/176</u></b>	:	<b><u>ELECTRICAL ENGINEER GRADE A REF NO: LDOE 14/04/2025 (X1 POST)</u></b> Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R879 342 per annum, (inclusive package)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical Engineer. Minimum of Three Years' experience post qualification. Computer literacy. A valid South African driver's licence (with exception of person with disability Core and Competencies Process: Strategic Capability and Leadership skills People management and Empowerment skills Programme and Project Management skills Financial Management Skills. Computer Literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
<b><u>DUTIES</u></b>	:	Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain electrical engineering norms.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<b><u>POST 19/177</u></b>	:	<b><u>TOWN &amp; REGIONAL PLANNER REF NO: LDOE 13/04/2025 (X1 POST)</u></b> Infrastructure Delivery Management
<b><u>SALARY</u></b>	:	R866 304 per annum, (inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Polokwane
<b><u>REQUIREMENTS</u></b>	:	University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's Licence. Computer literate. Minimum of Six Years' experience post qualification. Core and Competencies Process: Strategic Capability and Leadership skills. People management and Empowerment skills. Programme and Project Management skills Financial Management Skills. Computer Literacy. Knowledge: South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994.PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation.
<b><u>DUTIES</u></b>	:	Assist in aligning town planning infrastructure modelling to the Departmental Service Plan. Assist in preparing input for Strategic Plan, Annual Performance Plan and Annual Report. Assist in preparing inputs to the Directorate

		Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Assist in preparing inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
<b><u>POST 19/178</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 16/04/2025 (X1 POST)</u></b> ECD Conditional Grant
<b><u>SALARY</u></b>	:	R468 459per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or degree in Finance/Accounting as recognised by SAQA.A minimum of three (3) years' experience. Experience in ECD will be an added advantage. A valid South African driver's licence (with exception of person with disability. Core And Process Competences Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management Knowledge: Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability to understand, interpret and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Skills: Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy.
<b><u>DUTIES</u></b>	:	Ensuring payments to all funded ECD centres on time. Ensure a detailed check on documentation. Execute all queries emanating from suppliers promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found i.r.o contract/instruction and delegations prior to approval of payments. Follow up on all payment documents received late for payments and make sure that appropriate preventative action taken with respect to thereof. Preparation of journals and reconciliation of all ECD centres paid quarterly. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. Ensure the safe keeping of all transactions supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide, supervise and develop finance admin clerks in the sub-directorate. Consolidate Means of Verification (MOV) of funded ECD centres. Ensure call for proposal for funding of ECD centres is conducted on time. Maintain database of funded ECD centres. Consolidate weekly, monthly, and quarterly reports. Attend National, Provincial and District meetings.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<b><u>POST 19/179</u></b>	:	<b><u>ASSISTANT DIRECTOR: QUANTITY SURVEY REF NO: LDOE 17/04/2025</u></b> Sub – Directorate: ECD
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office

<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree/BTech in Quantity Survey or a relevant equivalent qualification (NQF level 7) as recognized by SAQA. A minimum of three (3) years' experience at supervisory level in Building Construction and Building Maintenance. Computer literacy. A valid South African driver's licence (with exception of person with disability). Core and Process Competencies: People Management and Empowerment, Programme & Project Management, Financial Management and Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.
<b><u>DUTIES</u></b>	:	Manage and coordinate all aspects of facility projects and facility maintenance. Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology. Do maintenance planning Be responsible for project and maintenance accounting and financial management. Report project and planned and unplanned maintenance progress. Manage project and maintenance budget resources in consultation with the Supervisor. Do maintenance trend analysis and facility cost research. Contribute to the human resource- management.
<b><u>ENQUIRIES</u></b>	:	Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<b><u>POST 19/180</u></b>	:	<b><u>SOCIAL WORKER REF NO: LDOE 20/04/2025 (X2 POSTS)</u></b> Sub - Directorate: ECD
<b><u>SALARY</u></b>	:	R325 200 per annum
<b><u>CENTRE</u></b>	:	Sekhukhune South
<b><u>REQUIREMENTS</u></b>	:	A Degree in Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. Core And Process Competencies Good verbal and written communication, Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills, Knowledge and experience in working with Children's Act. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of 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. The 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. The 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. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Computer literate (excel skills will be an added advantage).
<b><u>DUTIES</u></b>	:	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. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service, good record keeping. Register and Monitor Early Childhood Development programmes. Maintain and update databases of registered and funded ECD centres.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

<b><u>POST 19/181</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: LDOE 18/04/2025 (X1 POST)</u></b> Sub - Directorate: ECD Contract Post
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree in Office Administration or a relevant equivalent qualification (NQF level 7) Appropriate experience in Construction/ Facility Maintenance or Project Management A minimum of three (03) years' experience in administrative. A valid South African driver's licence (with exception of person with disability. Core and Process Competencies: Computer Literacy Advanced skills in excel, word and power point. Data capturing skills. Good communication skills and flexibility. Time management, planning and organisation skills. Ability to function independently and as part of a team.
<b><u>DUTIES</u></b>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimile. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the infrastructure unit. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the infrastructure unit, distribute documents/packages to various stakeholders as required. Render secretariat services for the Departmental Infrastructure unit.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<b><u>POST 19/182</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: LDOE 19/04/2025 (X1 POST)</u></b> Sub - Directorate: ECD
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification with 1-2 years' experience in administration. Experience in ECD will be an added advantage. A valid South African driver's licence (with exception of person with disability Knowledge: Skills and Competencies Computer Literacy. Advanced skills in excel, word and power point, Data capturing skills. Good communication skills, Organisation skills, Teamwork and Flexibility. Knowledge of legal framework governing the public service, Keep and maintain personnel records. Presentation skills, Knowledge of Education strategies and programmes pertaining to ECD will be an added advantage.
<b><u>DUTIES</u></b>	:	Consolidate ECD Means of Verification (MOV), record, organize, store, capture and retrieve correspondence and data (line function), Handle routine enquiries, Update registers and statistics. Make photocopies, receive, and send mails. Distribute documents/packages to various stakeholders, as required. Keep and maintain the filing system for the subsidy components and all ECD databases. Type basic letters and/or other correspondence when required. Keep and maintain incoming and outgoing registers. Book venue for meetings, prepare agendas and file attendance. Type and record minutes of the meetings.
<b><u>ENQUIRIES</u></b>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

#### **OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	are encouraged to be submitted through the Provincial Government e-Recruitment website at <a href="https://erecruitment.limpopo.gov.za">https://erecruitment.limpopo.gov.za</a> , however, hand delivery applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from <a href="http://www.gov.za">www.gov.za</a> / <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> / <a href="http://www.labour.gov.za">www.labour.gov.za</a> and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<b><u>CLOSING DATE</u></b>	:	30 June 2025 at 16h00.

## **NOTE**

: The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, C and D should 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, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. If yes (provide detail)”. 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 Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated on the post applying for in the Column “Reference Number” on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, “All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS 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. 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 and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Note: Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date (prior to be interviewed), failure to produce the requested certified copies as mentioned, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised

in this circular. 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. The contents of the advertised vacant posts will also be posted on the following website: <https://erecruitment.limpopo.gov.za>, [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.dpsa.gov.za](http://www.dpsa.gov.za) and Limpopo Provincial Departments social media platform. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

#### **MANAGEMENT ECEHLON**

<b><u>POST 19/183</u></b>	:	<b><u>CHIEF DIRECTOR: ADMINISTRATION SUPPORT REF NO: OTP: 03 / 25 / 01 (X1 POST)</u></b> Chief Directorate: Administration Support
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14), all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration / Public Management / Human Resource Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Senior Management level in related field. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Responsibilities: Oversee the provision of Human Resource Management Services which includes Recruitment and Selection, Compensation and Service Benefits, implementation and reviewing of HRM policies, provision of Organization development services, development and implementation of HR Plan and Employment Equity Plans. Oversee the Management of Departmental Records, Facilities and Auxiliary Services. Oversee the provision of HRD, PMDS and Employee Health and Wellness Programmes. Oversee the Management of Information Communication Technology (ICT) Infrastructure and Security Services which include the provision, maintenance, monitoring and installation of ICT equipment, analysis of Information Communication Technology requirements, development, maintenance and implementation of application systems, management of contracts and Service Level Agreement, the provision of ICT infrastructure and security services. Provide strategic direction in respect of Administration support by Managing resources and maintaining discipline. Manage the provision of equipment (assets) required by personnel for the achievement of outputs in their respective Job Descriptions. Implement and develop strategies of the directorate to ensure alignment with its business plans. Formulate, implement and report on strategic frameworks in the area of functional responsibility. Develop Operational Plans to give strategic direction to the directorate and coordinate reports.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/184</u></b>	:	<b><u>DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 03 / 25 / 02 (X1 POST)</u></b> Directorate: Limpopo Youth Development
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Management / Public Administration/ Project Management / Community Development / Development Studies or equivalent qualification as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Develop and review provincial youth development policies, frameworks and strategies. Align youth development strategies with the provincial growth and development strategies. Provide strategic direction to departments on the mainstreaming of youth development initiatives. Oversee the development and implementation of integrated youth development programmes across all



		provincial departments. Facilitate the coordination of departmental and municipal youth development plans to avoid duplication and promote synergies. Drive initiatives that enhance youth economic participation, social cohesion and skills development. Build and manage strategic partnerships with the National Youth Development Agency (NYDA), civil society, private sector and academic institutions. Engage with formations, community-based Organisations and traditional leaders to promote inclusive youth development. Prepare quarterly and annual reports on youth development interventions and their contribution to provincial development goals. Ensure data-driven decision-making by maintaining an up-to-date youth development database.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/185</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION REF NO: OTP: 03 / 25 / 03 (X1 POST)</u></b> Directorate: Infrastructure Planning and Project Management Coordination
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
	:	Polokwane
	:	An undergraduate qualification (NQF level 7) in Built Environment Qualifications / Project Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Co-ordinate Integrated Infrastructure Development Planning in the Province. Coordinate the development, updating and review of the Provincial Integrated Infrastructure Related Policy / Framework / Strategy / Plan. Provide project management oversight on priority projects in the province. Facilitate the development of Province - Wide Intervention Plans on infrastructure matters. Manage Human Resource and Divisional Budget.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/186</u></b>	:	<b><u>DIRECTOR: SPECIAL PROGRAMMES REF NO: OTP: 03 / 25 / 04 (X1 POST)</u></b> Directorate: Special Programmes
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
	:	Polokwane
	:	An undergraduate qualification (NQF level 7) in Public Management / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Co-ordinate, facilitate, monitor and evaluate the implementation and mainstreaming of disability programmes in line function Departments. Coordinate, facilitate, monitor and evaluate the implementation and mainstreaming of Older Person's Rights and Military Veteran programs in line function Departments. Monitor, facilitate, coordinate and evaluate the mainstreaming of children's rights program implementation in line function Departments. Monitor, facilitate, coordinate and evaluate the service delivery improvement plan. Monitor, facilitate, coordinate and evaluate the service standards. Monitor, facilitate, coordinate and evaluate the Thusong Programme.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.

<b><u>POST 19/187</u></b>	:	<b><u>DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 03 / 25 / 05 (X1 POST)</u></b> Directorate: Organisational Development Coordination
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Management Services / Organisation and Work Study/ Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at Middle/Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Manage, coordinate, monitor and evaluate the implementation of organisational design and work-study investigation within the Provincial Administration. Manage, coordinate, monitor and evaluate the implementation of Job Evaluation within the Provincial Administration. Manage the coordination, implementation and monitoring of Operations Management Framework within the Province. Manage, coordinate, monitor and evaluate the development, review and implementation of Job Descriptions within the Provincial Administration. Manage the performance of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/188</u></b>	:	<b><u>DIRECTOR: FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES REF NO: OTP: 03 / 25 / 06 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Financial Management / Financial Accounting or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at Middle/Senior Management level in Financial Accounting/ Financial Management. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Manage Budget Planning. Manage and Coordinate, Bank Reconciliation and Debt Management. Manage Assets, Disposal and Financial systems. Manage payment of salaries and related claims. Manage payment of creditors and other general accounts.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.

#### **OTHER POSTS**

<b><u>POST 19/189</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING &amp; EVALUATION ECONOMIC AND INFRASTRUCTURE SECTOR REF NO: OTP: 03 / 25 / 07 (X1 POST)</u></b> Directorate: Monitoring & Evaluation Economic and Infrastructure Sector
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate and monitor the implementation of Government National Outcomes and other strategic priorities in Provincial Departments. Coordinate and monitor the implementation of the provincial Pillars of Monitoring and Evaluation (M&E) Framework in Provincial Departments. Coordinate and monitor the implementation of the Provincial Infrastructure programmes/projects in all Departments. Coordinate and monitor the implementation of Economic programmes/projects.

<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/190</u></b>	:	<b><u>DEPUTY DIRECTOR: DEVELOPMENT PLANNING AND ANTI-POVERTY STRATEGY REF NO: OTP: 03 / 25 / 08 (X2 POSTS)</u></b> Directorate: Development Planning and Anti-Poverty Strategy
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package) Polokwane An undergraduate qualification (NQF level 6) in Development Studies or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Development Planning of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate policy development and analysis. Coordinate integrated development planning amongst the three spheres of government. Coordinate and implement the integrated Provincial Planning Cycle. Coordinate assessment and consolidation of Provincial Strategic Plans. Link Intergovernmental Strategic Plans with the Municipal IDPs.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/191</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP: 03 / 25 / 09 (X1 POST)</u></b> Directorate: Public Sector HRD Programmes
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package) Polokwane An undergraduate qualification (NQF level 6) in HRD / HRM / Public Management or equivalent qualification in relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate and monitor the development and implementation of Departmental workplace skills plans (WSPs). Coordinate and monitor the development and implementation of Annual HRD Implementation plans and M&E reports. Coordinate and monitor the implementation of generic training programmes. Develop and monitor policy guidelines on the implementation of HRD programmes in the Limpopo Provincial Departments.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/192</u></b>	:	<b><u>DEPUTY DIRECTOR: PGITO REF NO: OTP: 03 / 25 / 10 (X1 POST)</u></b> Directorate: Provincial Government Information Technology Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package) Polokwane An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in ICT, ICT Governance and E-governance Strategy of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate and monitor the implementation of the ICT strategy. Coordinate and monitor the implementation of transversal vendor contracts or agreements. Provide quality advice and support to provincial departments on ICT matters. Provide high-quality secretarial services to the Provincial Government Information Technology Officers Council (PGITOC).

<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/193</u></b>	:	<b><u>DEPUTY DIRECTOR: M&amp;E G&amp;A REF NO: OTP: 03 / 25 / 11 (X1 POST)</u></b> Directorate: Monitoring & Evaluation Justice Crime Prevention and Security (JCPS) And Governance & Administration (G&A) Sector
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Monitoring and Evaluation of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Monitor the implementation of four (4) National Outcomes; 5, 9, 11 and 12 (PoA priorities). Monitor Service delivery points and projects. Coordinate and Manage Provincial M&E System.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/194</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL CONTROLS AND COMPLIANCE REF NO: OTP: 03 / 25 / 13 (X1 POST)</u></b> Directorate: Internal Controls and Compliance
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Compliance, Auditing, Accounting Science or Risk Management as recognised by South African Qualification Authority SAQA. A minimum of five (5) years' experience in Compliance/ Auditing / Financial Management or Risk Management of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Manage development and execution of Internal Controls & Compliance plan. Manage Internal Controls and Compliance Reports. Effective coordination of governance, oversight structures and assurance providers. Facilitate audit steering committee meetings, entry and exit meetings.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/195</u></b>	:	<b><u>DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 03 / 25 / 14 (X1 POST)</u></b> Directorate: Office of the Director General
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Public Administration / Internal Audit or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Office Administration of which three (3) years must have been at an Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Provide Administrative Support to the Director General. Provide Secretariat Support to the Director General. Effective Management and Monitoring of the Implementation of the Decisions / Directives / Resolutions of various meetings. Coordination of Compliance Report to Oversight Structures. Effective Management of records and photocopier in the DG's Registry.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.

<b><u>POST 19/196</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: OTP: 03 / 25 / 15 (X1 POST)</u></b> Directorate: HRD, PMDS and Employee Health and Wellness
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Human Resource Management / Development or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in HRD environment of which three (3) years must be at Assistant Director level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Manage the development of Workplace Skills Plan. Manage the development of policies. Manage the development of course manuals. Manage the facilitation of training courses and administration of bursaries. Manage the facilitation of Internship and Learnership Programmes. Manage the implementation of AET (Adult Education Training).
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/197</u></b>	:	<b><u>GIS PROFESSIONAL PRODUCTION GRADE A-C REF NO: OTP: 03 / 25 / 12 (X2 POSTS)</u></b> Directorate: Geographic Information System
<b><u>SALARY</u></b>	:	Grade A: R761 157–R816 852 per annum, (all-inclusive remunerative package) Grade B: R866 304–R924 198 per annum, (all-inclusive remunerative package) Grade C: R976 029–R1 144 008 per annum, (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Geographic Information System (GIS) / Geomatics/ Geo-Informatics as recognized by the South African Qualification Authority (SAQA). Registration with the South African Geomatics Council (SAGC) as GIS Professional. <b>Grade A:</b> (0-2 years appropriate experience), <b>Grade B:</b> (14 years appropriate experience), <b>Grade C:</b> (26 years appropriate experience). A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Provide GIS support to departments, municipalities and other stakeholders within the provincial administration. Develop and coordinate GIS projects in the province. Coordinate the establishment (design and develop) and maintenance of the Provincial Geo-database and Website. Render Mapping Services.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/198</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: OTP: 03 / 25 / 23 (X1 POST)</u></b> Directorate: State Law Advisory Services (Legal Services) Re-advertisement, applicants who have previously applied, are kindly requested to re-apply if still interested.
<b><u>SALARY</u></b>	:	R586 956 per annum (MR6)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate legal qualification (NQF level 7) in LLB / B. JURIS / B. Proc as recognized by the South African Qualification Authority (SAQA). A minimum of eight (8) years appropriate post qualification legal experience in labour matters. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Ensure a well-coordinated Civil & Labour Litigation Service and represent the Provincial Administration in Conciliation, Arbitration and Labour Matters. Provide legal advice to the Provincial Administration. Draft or edit Labour related contracts and Legal documents for the Provincial Administration. Perform delegated and assigned duties.

<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/199</u></b>	:	<b><u>ASSISTANT DIRECTOR: HRM COORDINATION REF. NO.: OTP: 03 / 25 / 16 (X1 POST)</u></b> Directorate: Human Resource Management Coordination
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in HRM / Public Administration or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Human Resource Management at a Supervisory level. PERSAL Certificate / Results. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate Recruitment and Selection within Provincial Departments. Coordinate and Monitor HR Practices within the Provincial Administration. Coordinate effective management and implementation of Departmental HR Plans. Coordinate, develop and implement Human Resource policies, reporting templates, standardized recruitment and selection processes & Standard Operating Procedures (SoPs) to all Departments.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/200</u></b>	:	<b><u>ASSISTANT DIRECTOR: THUSONG SERVICE CENTERS REF NO: OTP: 03 / 25 / 17 (X1 POST)</u></b> Directorate: Special Programmes
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Social Sciences/Public Management/ Public Administration/ Development Studies or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Transformation Service/ Community Liaison at a Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Advise and support the establishment and management of Thusong Service Centers. Monitor and evaluate services rendered at Thusong Service centers, Traditional Authority Offices, and mobile services. Promotion of access to government services through integrated service delivery.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/201</u></b>	:	<b><u>ASSISTANT DIRECTOR: OFFICE ON THE STATUS OF PEOPLE WITH DISABILITIES REF NO: OTP: 03 / 25 / 18 (X1 POST)</u></b> Directorate: Special Programmes
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Special Programmes at a Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Assist in the improvement of mainstreaming of disability programmes in line function departments. Facilitate and coordinate disability related capacity building programmes in line function Departments and Municipalities. Assist in the improvement of coordination of advocacy programs for nation building. Facilitate the improvement of mainstreaming of disability programmes in line function Departments.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.

<b><u>POST 19/202</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTEGRITY SERVICES REF NO: OTP: 03 / 25 / 19 (X1 POST)</u></b> Directorate: Integrity, Security and Vetting Services
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Policing / Security Management / Forensic Investigation / Criminology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in the Anti-corruption / Integrity / Investigations environment at a Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate and monitor establishment of the minimum anti-corruption capacity within Provincial Departments. Facilitate the implementation of anti-corruption education and awareness programmes. Coordinate the implementation of Ethics Management Programmes. Monitor the implementation of the whistle blowing mechanisms. Manage Integrity information systems.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/203</u></b>	:	<b><u>ASSISTANT DIRECTOR: VETTING SERVICES REF. NO.: OTP: 03 / 25 / 20 (X2 POSTS)</u></b> Directorate: Integrity, Security and Vetting Services
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Social Science / Security Management / Investigation or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in the Security Management and Investigations environment at a Supervisory level. Security Vetting Certificate / Training offered by State Security Agency (SSA). A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines norms and standards in vetting. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects / processes.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>NOTE</u></b>	:	Candidates will be subjected to vetting process to the level of top secrets.
<b><u>POST 19/204</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUDIO VISUAL SERVICES REF NO: OTP: 03 / 25 / 21 (X1 POST)</u></b> Directorate: Provincial Corporate Communication
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Film and Video Productions or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in film and video industry at a Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Manage and technically produce Government video documentaries. Develop multimedia processes of the province in ways that reflect innovation & implement special requirements in covering government programme and activities. Provide the technical support services for multimedia. Manage and coordinate multimedia channel and projects in process from conception to delivery & production staff.

<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/205</u></b>	:	<b><u>ASSISTANT DIRECTOR: MARKETING SERVICES REF NO: OTP: 03 / 25 / 22 (X1 POST)</u></b> Directorate: Provincial Corporate Communication
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Marketing/ Communication Studies as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years experience in Communication environment at a Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate the promotion and protection of provincial Corporate Identity (CI) Manual. Coordinate Exhibition Activities. Coordinate the promotion of the brand Limpopo.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/206</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (PMDS) REF NO: OTP: 03 / 25 / 24 (X1 POST)</u></b> Directorate: HRD, PMDS and Employee Health and Wellness
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Human Resource Development/ Human Resource Management/ Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Performance Management environment at a Supervisory level. PERSAL certificate/ results. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Implement Performance Management and Development System. Ensure the maintenance of Performance Management Database. Render administration support services. Coordinate the Performance Management System Committee meetings and Performance Management Development System trend analysis.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/207</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY COORDINATION REF NO: OTP: 03 / 25 / 25 (X1 POST)</u></b> Directorate: Strategic Management Services
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Public Management / Strategic Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Strategic Planning/ Policy Coordination at a Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Coordinate Strategic Planning processes in line with applicable guidelines and frameworks. Policy Development and Coordination. Coordinate Annual Planning for the Sub-Directorate. Stakeholder Engagement and Coordination.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/208</u></b>	:	<b><u>SYSTEM ANALYST REF NO: OTP: 03 / 25 / 26 (X1 POST)</u></b> Directorate: Department Government Information Technology Office
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane
	:	An undergraduate qualification (NQF level 6) in Information Technology or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supervising Application Systems within the ICT environment. ITIL certificate or COBIT certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Determine applications requirements. Monitor developments and maintenance of all IT Applications Systems. Coordinate Systems Development projects. Provide support on IT Application Systems and User Support.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/209</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: OTP: 03 / 25 / 27 (X1 POST)</u></b> Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Polokwane
	:	An undergraduate qualification (NQF level 6) in Supply Chain / Logistics / Purchasing Management / Contract Management Law or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supply Chain or Financial Management field at Supervisory level. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Analyse proper contract administration. Manage, monitor contract administration. Monitor supplier performance according to the contract and service level agreement. Monitor vendor performance
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/210</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS CONTROL REF NO: OTP: 03 / 25 / 28 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Polokwane
	:	An undergraduate qualification (NQF level 6) in Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Financial Management at a Supervisory level. BAS & LOGIS Certificate / Results. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Close books effectively. Maintain code structure. Manage access to systems. Provide support to system users. Manage assets.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/211</u></b>	:	<b><u>ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: OTP: 03 / 25 / 29 (X1 POST)</u></b> Directorate: Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09)
	:	Polokwane
	:	An undergraduate qualification (NQF level 6) in Supply Chain/ Logistics/ Purchasing Management/ BCom in Accounting/ Business Management/ Economics/ Cost and Management Accounting/ Financial Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Supply Chain/ Logistics Management at a Supervisory level. LOGIS literacy certificate / results. A valid driver's license except for people with disability.

<b><u>DUTIES</u></b>	:	Monitoring ordering and issuing of inventory items. Monitor spot-check and stocktaking. Manage the disposal of inventory items. Management of staff and monthly report.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/212</u></b>	:	<b><u>RESEARCH OFFICER REF NO: OTP: 03 / 25 / 30 (X1 POST)</u></b> Directorate: Media Liaison and Research Services
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Journalism, Media Studies, Public Relations or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Communication. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Conduct EXCO Imbizo Research. Monitor and Analyse the media coverage and trends. Coordinate the Provincial Media Rapid Response sessions. Conduct Media briefs.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/213</u></b>	:	<b><u>PERSONNEL PRACTITIONER: RECRUITMENT &amp; SELECTION AND HR PLANNING, INFORMATION AND SYSTEMS REF NO: OTP: 03 / 25 / 31 (X1 POST)</u></b> Directorate: Human Resource Management Services
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Human Resource Management / Public Management / Public Administration or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Management environment. PERSAL Certificate / Results.
<b><u>DUTIES</u></b>	:	Facilitate Recruitment & Selection, Appointments and Probation processes. Capture/update PERSAL establishment and personal information PERSAL system. Facilitate transfers, secondments, salary (grade) progressions and Translations. Facilitate Human Resource Planning, Information and Systems.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/214</u></b>	:	<b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP: 03 / 25 / 32 (X1 POST)</u></b> Directorate: Human Resource Management Services
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in the Organisational Development environment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Assist with the designing of the functional organization and staff establishment structure. Facilitate the development of Job Descriptions and conduct Job Evaluations. Assist in the implementation of the Operations Management Framework (OMF). Assist in the implementation of Change Management Programme and strategies. Provide secretariat and administrative function to the unit.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.

<b><u>POST 19/215</u></b>	:	<b><u>PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: OTP: 03 / 25 / 33 (X1 POST)</u></b> Directorate: HRD, PMDS and Employee Health and Wellness Programmes
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in HRM / Public Administration / Public Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Performance Management. PERSAL Certificate / Results. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Assist in providing guidance and support to PMDS. Assist in monitoring of the implementation of PMDS. Administer performance management and development system (PMDS). Records Management
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/216</u></b>	:	<b><u>STATE ACCOUNTANT: ACCOUNTS REF NO: OTP: 03 / 25 / 34 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Financial Management as or equivalent qualification in the relevant field / area recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Financial Management. BAS & LOGIS Certificate / Results.
<b><u>DUTIES</u></b>	:	Control Expenditure and Capture payments. Process payment vouchers for complete payments. Liaise with Treasury; Internal Audit, Office of the Auditor General and other Stakeholders.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/217</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: BIDS MANAGEMENT REF NO: OTP: 03 / 25 / 35 (X1 POST)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Supply Chain / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain Management environment. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Invite Bids. Administer Compliance. Serve as a Secretariat to Bids Evaluation Committee. Serve as a Secretariat to Bids Adjudication Committee.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/218</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: QOUTATION MANAGEMENT REF NO: OTP: 03 / 25 / 36 (X1 POST)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Supply Chain Management / Logistics Management / Purchasing Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Supply Chain Management or Financial Management. A valid driver's license except for people with disability.

<b><u>DUTIES</u></b>	:	Source Quotations. Liaise with Stakeholders. Process received quotations. Link of documents on LOGIS.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/219</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: GOVERNMENT SUBSIDIZED REF NO: OTP: 03 / 25 / 37 (X1 POST)</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in Supply Chain Management / Transport Management / Logistics Management or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Supply Chain / Transport Management. A valid driver's license except for people with disability.
<b><u>DUTIES</u></b>	:	Capture fuel claims for subsidized vehicles, SMS, MMS and Scheme B. Capture applications for subsidized vehicles. Update commitment register. Update contracts for schemes.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/220</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: OTP: 03 / 25 / 38 (X1 POST)</u></b> Directorate: HRD, PMDS and Employee Health and Wellness Programmes
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) in HRD / HRM / Public Administration / Public Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (02) years' experience in Human Resource Development.
<b><u>DUTIES</u></b>	:	Assist in planning and coordinate skills programmes. Assist in Administering bursaries. Assist in administering Developmental Programmes. Records Management.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/221</u></b>	:	<b><u>ACCOUNTING CLERK: BUDGET PLANNING REF NO: OTP: 03 / 25 / 39 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer Literacy / MS Package Office.
<b><u>DUTIES</u></b>	:	Assist on Budget Planning. Distribute monthly expenditure and commitment reports. Manage cash flow.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/222</u></b>	:	<b><u>ACCOUNTING CLERK: DEBTS AND BANK RECONCILIATION MANAGEMENT REF NO: OTP: 03 / 25 / 40 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer Literacy / Microsoft Office Package.
<b><u>DUTIES</u></b>	:	Render Bank Reconciliation Services. Handle Revenue. Create Debt.

<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/223</u></b>	:	<b><u>ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP: 03 / 25 / 41 (X1 POST)</u></b> Directorate: Financial Management and Accounting Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) with Accounting as a subject as recognized by the South African Qualification Authority (SAQA). Computer literacy / Microsoft Office Package.
<b><u>DUTIES</u></b>	:	Process payments of salaries, wages and allowances to all employees. Capture subsistence and travel, fuel, and overtime claims in PERSAL and BAS system. Process Human Resources advices in PERSAL and Salary related debts. Sort salary reports, IRP5 and payroll report and filling of documents.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/224</u></b>	:	<b><u>SECRETARY REF NO: OTP: 03 / 25 / 42 (X4 POSTS)</u></b> Branch: Corporate Management (X1 Post); Institutional Development Support (X1 Post); Stakeholder Management Coordination (X1 Post); and Planning Coordination, Monitoring and Evaluation (X1 Post).
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). Computer Literacy.
<b><u>DUTIES</u></b>	:	Provide secretarial/ receptionist support service to the DDG. Provide clerical support services to the DDG. Remains up to date with regard to prescripts/ policies and procedures applicable to the work terrain to ensure efficient and effective support to the DDG.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/225</u></b>	:	<b><u>REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 03 / 25 / 43 (X1 POST)</u></b> Directorate: Records and Facilities Management Services (Work Environment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Polokwane Grade 12 (NQF Level 4) as recognized by the South African Qualification Authority (SAQA). Computer literacy.
<b><u>DUTIES</u></b>	:	Provide General Records Services to clients. Implement Staff file plan, Records policy, procedure manual control schedule. File personal and series files. Facilitate Messenger and Postal services.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.
<b><u>POST 19/226</u></b>	:	<b><u>HANDYMAN REF NO: OTP: 03 / 25 / 44 (X1 POST)</u></b> Directorate: Records and Facilities Management Services (Work Environment)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 680 per annum (Level 03) Polokwane ABET / AET Level 4 / Grade 9 certificate or equivalent qualification as recognized by the South African Qualification Authority (SAQA).
<b><u>DUTIES</u></b>	:	Maintain Office Buildings. Maintain Office Equipment and Furniture.
<b><u>ENQUIRIES</u></b>	:	Should be directed to Mesdames: Mashitoa MR / Mgbo PM / Mokgalaka S/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C Tel No: (015) 287 6349 / 6441/ 665 / 6027 / 6293 / 6588 / 6063 respectively.

## PROVINCIAL TREASURY

*The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.*



- APPLICATIONS** : Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> or Applicants should be submitted to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- CLOSING DATE** : 30 June 2025 @ 16H00. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). 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 should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "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 the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such 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. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date,

please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates including Senior Management Services (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. Following the interview and Technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme). Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview. The advert will be posted on the following websites [www.limtreasury.gov.za](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za)

#### **MANAGEMENT ECHELON**

<b><u>POST 19/227</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: SUSTAINABLE RESOURCE MANAGEMENT REF NO: LPT/221</u></b> Branch Sustainable Resource Management
<b><u>SALARY</u></b>	:	R1 741 770 per annum (Level 15), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Polokwane A postgraduate qualification (NQF level 8) as recognised by SAQA. Qualification in Financial Management / Accounting / Economics or related qualification. Eight (8) years' experience at a senior managerial level. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures including Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research/analysing. Technical/standards/procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management. Planning, Staffing needs. Good understating of working knowledge of the relevant legal prescripts including the Public Finance Management Act, Municipal Finance Management Act, Municipal Systems Act, Public Procurement Act, Division of Revenue Act, etc. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Budget management and analysis, Infrastructure and construction management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication.
<b><u>DUTIES</u></b>	:	Oversee programmes and systems for macro-economic research to align the provincial fiscal policy. Determine and evaluate economic parameters and

socio-economic imperatives within a provincial context. Provide provincial socio-economic research and analysis that informs fiscal policy development and annual budget. Provide statistics and economic modelling services. Provide technical assistance in the application of economic analysis. Conduct economic and social research. Determine resource shifts between Votes and main Divisions within a Vote. Oversee the preparation of the provincial medium term budget policy statement. Oversee programmes systems and strategy for provincial own revenue collection and growth. Monitor and coordinate revenue portfolio of the province. Develop, implement and review revenue enhancement strategy. Develop Provincial Revenue policies and procedure in consultation with stakeholders. Develop Provincial Revenue practice notes and guidelines based on the need. Develop and maintain effective efficient controls and systems regarding overall cash management of revenue collection. Develop the provincial revision of tariffs guidelines and revenue forecasting capacity. Develop and maintain Provincial Revenue information management systems. Evaluate, monitor, analyse and give advice on Provincial taxes, levies, duties and surcharges. Promote and enforce transparent and effective revenue management. Monitor and give advice to boards responsible for revenue collection e.g. (Liquor and Gambling Board). Oversee and monitor infrastructure performance of provincial departments, provincial public entities and municipalities. Enhance and monitor performance of infrastructure delivery by Provincial Departments and Provincial Public Entities. Provide advice and guidance on implementation and management of PPP projects. Promote and contribute to infrastructure funding framework and long-term infrastructure planning in the province. Assess relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance. Provide infrastructure inputs at relevant forums pertaining to Provincial Departments and Provincial Public Entities. Promote, monitor and enforce the transparent, economic, effective and efficient management in respect of infrastructure expenditure of Provincial Departments and Provincial Public Entities. Institutionalize the monitoring system for financial and performance indicators related to infrastructure. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Provincial Custodians and Users. Promote, monitor and enforce the optimal utilization and maintenance of infrastructure by the Municipalities through mutual agreement. Promote the use of alternative services delivery funding options for infrastructure for Provincial Departments. Assist with effective implementation of PPP projects. Provide technical assistance, advice and support on PPP projects. Provide PPP training and capacity building. Assist with the appraisal of PPP infrastructure projects. Provide advice and guidance on implementation and management of PPP project. Oversee programmes systems and strategy for the provincial budget planning and implementation. Promote effective and optimal financial resource allocation and enable Government to finance its service delivery obligations. Determine an overall financial envelope for the MTEF. Drive the Medium-Term Expenditure Frameworks (MTEF) and the annual budget processes. Develop and roll out budget systems to enhance budget processing. Provide advice and guidance in Provincial budget compilation process. Determine annual budget allocation per vote. Promote and implement budget reforms. Provide controls to contain costs relating of Provincial COE. Ensure the implementation of public financial and data management. Monitor and report on financial and non-financial performance in provincial departments and entities. Ensure improved expenditure management practices. Oversee the analysis and monitoring implementation of provincial strategic and annual performance plans, implementation of the quarterly performance reporting systems and analysis of quarterly performance data. Monitor budget implementation data and update and maintain data base. Monitoring, evaluating and reporting on economy, efficiency, effectiveness and equity in the use of resources to deliver services. Development of provincial expenditure management prescripts and monitoring compliance. Oversee programmes systems and strategy to ensure effective and efficient financial management as well as governance in municipalities and municipal entities. Enhance financial management and effective governance in municipalities and municipal entities. Develop a framework to ensure optimal and sustainable municipal budget planning, implementation and management. Oversee municipalities budget performance and reporting. Enforce compliance with



financial management and annual reporting framework. Oversee the accounting and reporting support function for municipal compliance with the MFMA, norms and standards governing accounting reporting. Implement a framework for effective and efficient supply chain, asset and liability management in municipalities. Oversee processes of monitoring spending of conditional grants in municipalities. Provide internal audit and risk management support in municipalities. Coordinate institutional development and capacity building programs in municipalities. Provide support to improve financial sustainability of municipalities. Oversee the monitoring and support processes for revenue management value chain implementation in municipalities. Enhance financial management transparency through publication of municipal financial performance. Oversee the monitoring and support on risk management function and Risk Management committee to ensure risk management integration within the municipal activities and alignment to the Risk Management Framework, norms and standards. Oversee the process of monitoring general compliance with MFMA and directives from National Treasury. Ensure effective and efficient management of corporate service functions within the branch. Ensure effective and efficient Human Resource Management. Ensure office management. Ensures that the Branch complies with relevant legislation, policies, procedures and regulations. Ensures effective financial management and procurement for the Branch. Ensures timely and accurate financial reporting to the HOD. Manages and oversee budget and expenditure control within the Branch. Manages and oversee facilities management within Branch.

**ENQUIRIES** : Ms. Kotze Elizba Tel No: (015) 298 7000

#### **OTHER POSTS**

**POST 19/228** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: CAPRICORN DISTRICT (REVENUE AND DEBT MANAGEMENT) REF NO: LPT/277**

Chief Directorate: Municipal Finance & Governance

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE** : Head Office – Polokwane

**REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Financial Management / Accounting. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource management. Planning and organizing. Report writing. Research \ analyzing. Computer software programs (word, excel and power point). Financial Legislations and policies (MFMA, PFMA, DoRA, Treasury Regulations, etc.) Needs and priorities of the Department. Policy formulation and Interpretation. Knowledge of the medium- term expenditure framework. Ability to interpret and apply policies. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Organizing. Project Management. Conflict Management. Financial Management. Policy formulation and interpretation. Adaptability during changes to meet the goals. Advanced computer skills.

**DUTIES** : Assess the tabled and adopted MTREF revenue budget in line with guiding tools. Monitor and support municipalities in the implementation of revenue related policies and by-laws. Provide support on tariffs, settings and tariffs uploads on the municipal billing system against adopted budget. Assess the accuracy, implementation, and effectiveness of billing system. Conduct municipal cash flow assessment. Monitor the reconciliations between the billing system and the valuation roll and other in-year revenue related reconciliations. Conduct monthly cash flow assessment and provide feedback to municipalities and municipal entities. Monitor and support municipalities in the development and implementation of financial recovery plans. Monitor and support municipalities in the implementation of indigent support policy. Support

municipalities and municipal entities in the implementation of revenue related MSCOA matters. Monitor payments of Section 41 reports. Review revenue related ratios to assess performance based on audited AFS. Participate in IGR structures. Support and monitor completion and submission of the D-Forms by municipalities. Facilitation of the reconciliation of the Government debts owed to municipalities. Participate in tabled budget and mid-year engagement sessions. Monitor systems, policies, procedures and processes relating to revenue, credit control and debt collection in line with the revenue management value chain. Provide feedback on MFM status to National Treasury and other stakeholders.

**ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000

**POST 19/229** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE & GOVERNANCE: WATERBERG DISTRICT: (FINANCIAL PLANNING & BUDGET) REF NO: LPT/305**  
Chief Directorate: Municipal Finance & Governance

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE REQUIREMENTS** : Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Budget Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Strategic capabilities and leadership. Programme and project management. Financial management. Human Resource Management. Planning and organizing. Report writing. Research \ analysing. Computer software programs (word, excel and power point). Ability to interpret and apply policies. Analytical and innovative thinking. Research. Workshop presentation and facilitation. Leadership. Organizing.

**DUTIES** : Monitor and provide support on the preparation of tabled budget in line with MFMA and related circular. Provide support and analyse the table budget including MSCOA data strings from municipalities. Assess and monitor implementation of schedule of key deadlines. Provide written feedback on the assessments. Provide support on the implementation pf budget related legislative framework. Monitor and provide support on the preparation of adopted budget in line with MFMA and related circular. Provide support and review the adopted budgets including MSCOA data strings from municipalities. Provide feedback on adopted budget to municipalities. Provide support on implementation of budget related legislative framework. Monitor and support municipalities on mid-year assessments and provide feedback. Provide support and analysis Mid-year budget and performance reports from municipalities. Provide feedback to municipalities on Mid-year analysis and participate in the engagements. Perform a high-level assessment of the adopted adjustment budget and MSCOA data string. Monitor implementation of municipal budget (S71 reports). Provide hands on support to municipalities on Section 71 and MSCOA in-year reports as and when required. Analyze and provide feedback the section 71 reports. Perform roll over assessments. Participate in CFO's Forum.

**ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000

**POST 19/230** : **DEPUTY DIRECTOR: PUBLIC FINANCE & DATA MANAGEMENT (ALL VOTES) REF NO: LPT/252**  
Directorate: Public Finance & Data Management

**SALARY** : R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE REQUIREMENTS** : Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Accounting / Economics or related field. Five (5) years' experience within the field of which three (3) years' functional experience at

	junior managerial \ Assistant Director level in Financial Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.
<b><u>DUTIES</u></b>	: Collect, evaluate, and consolidate financial and non-financial data. Facilitate training on IYM data file. Consolidate the expenditure performance against annual performance plans. Determine expenditure parameters. Develop data for departments and public entities for National Treasury. Align provincial cash-flow projections to provincial budget. Compile monthly in-year monitoring reports and facilitate reporting to national treasury and relevant stakeholders. Prepare annual IYM submission dates. Facilitate annual workshop on IYM compilation. Consolidate Provincial IYM reports. Report on compensation of employee's expenditure trends. Facilitate the Budget and Revenue forum. Facilitate quarterly bilateral meetings and report of provincial performance. Develop and maintain data models and common network drive. Develop data model for reporting in the province. Develop data analysis models for compensation of employees monitoring in the province. Facilitate a workshop for stakeholders on data models. Develop MTEF (Medium Term Expenditure Framework) database including the updating and preparation of tools for the budget process. Provide audited information for the database. Provide revised estimates during different stages of the budget. Provide Key Performance Indicators to the EPRE. Align the budget to planning documents. Coordinate and manage conditional grants implementation. Analyse conditional grant business plan. Provide inputs to conditional grants frameworks. Facilitate workshops to department and public entities on grant framework. Coordinate submission of grand evaluation reports. Prepare conditional grant performance report.
<b><u>ENQUIRIES</u></b>	: Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/231</u></b>	: <b><u>DEPUTY DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/442</u></b> Directorate: Financial Systems Implementation
<b><u>SALARY</u></b>	: R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b><u>CENTRE</u></b>	: Head Office – Polokwane
<b><u>REQUIREMENTS</u></b>	: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Information Systems / Business Informatics / Business Analysis / Systems Development / Information Technology / Information Systems or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level as Business Analyst. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, ICT operations, Systems development, ICT Governance and Programme/Project Management and relevant ICT regulations and prescripts. Ability to convert business requirements into ICT technical requirements using relevant technology. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Negotiation skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Computer software programs (word, excel and power point). Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

**DUTIES**

: Improve and reengineer existing business processes. Analyse the current environment and identify areas for business process improvements. Map current business processes that incorporate financial systems according to Toolkit on Public Service Business Process Mapping. Develop business case, scope and requirements documents. Conduct research on implementation approaches strategies. Develop assessment reports. Prepare/ develop implementation plans. Conduct benchmark exercise on financial systems. Implement new financial systems and enhance existing. Assess new system requests and advise. Conduct research and benchmark on financial systems. Develop an assessment report. Develop a business case. Prepare/ develop implementation plan. Conduct post implementation analysis and support on newly implemented systems. Draft a post Implementation and support report. Review and improve on current business processes. Consult with clients (Govt Departments) management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access. Identify opportunities for improving business processes through information systems and/or non-system driver changes. Assist in the preparation of proposals to develop new systems and/or operational changes. Identify and document gaps between current and desired state for systems and process. Develop and maintain project documentation including business requirements, functional specification, and test plans. Participate in project planning and estimation activities. Serve as liaison between business stakeholders and technical teams to ensure that business requirements are accurately translated into technical solutions. Conduct user acceptance testing (UAT) and ensure that solutions meet business requirements. Conduct on job training for end-users. Render advisory services on Transversal Financial Systems in Limpopo Provincial Government. Analyse request on the new financial systems and enhancement in the departments. Develop business case to substantiate the recommendation for acquisition new financial systems. Develop quarterly reports. Provide secretariat services for the system development projects. Coordinate the implementation of financial systems in the department. Collaborate in the planning, design, development and deployment of new applications and enhancements to existing applications. Coordinate the procurement of recommended equipment to be utilized with the new systems. Manage allocation of procured equipment to departments. Monitor implementation and utilization of the equipment. Develop operational leadership. Manage Leave as per leave plans. Orientate subordinates on the Performance Agreement. Complete Performance Agreement with subordinates. Conduct bi-annual Reviews. Promotes transformation within the directorate and implement performance improvements suggestions scheme. Provide corrective measures in terms of deviation. Operationalize and communicates the vision and mission for the directorate. Consolidates final reviews and respond to committee needs.

**ENQUIRIES**

: Ms. Kgadima Conny Tel No: (015) 298 7000

**POST 19/232**

: **DEPUTY DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE REF NO: LPT/391**

Directorate: Governance, Monitoring & Compliance

Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

**CENTRE REQUIREMENTS**

: Head Office – Polokwane

: An NQF level 7 qualification as recognized by SAQA. Qualification in Accounting / Internal Auditing. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Skills & Knowledge: Knowledge of variety of work ranges and procedures such as: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department.

Competencies: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.

## **DUTIES**

: Manage the implementation of compliance to norms, standards, policies and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Draft toolkits and report related to PFMA compliance. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries). Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. Audit Committees: Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive reports from Provincial Legislature. Analyse the reports. SCOPA: Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities and treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the Province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Develop MOUS for assistant directors and monitor their quarterly performance. Develop MOU for five Assistant Directors and monitor and ensure its implementation throughout the year. Informal Quarterly Review of all Subordinates Performance. Formal Reviews of all Subordinates and submit to Human Resources Management. Support subordinates' performance to achieve organisational goals in terms of training and capacity development. Quality assures the work of the subordinates.

## **ENQUIRIES**

: Ms. Kgadima Conny Tel No: (015) 298 7000

<b><u>POST 19/233</u></b>	:	<b><u>DEPUTY DIRECTOR: GOVERNANCE, MONITORING &amp; COMPLIANCE REF NO: LPT/392</u></b> Directorate: Governance, Monitoring & Compliance
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Audit or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Skills & Knowledge: Knowledge of variety of work ranges and procedures such as: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management.
<b><u>DUTIES</u></b>	:	Monitor implementation of action plan on auditor general audit findings by public entities. Coordinate and monitor consistent application of the Action Plan template by public Entities. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the Action Plan template on implementing Auditor General Audit Findings. Coordinate and monitor implementation of AG Audit findings through Action Plan by Public Entities. Analyse progress report for oversight structures on the implementation of AG Action Plan by Public Entities. Analyse the Action Plan populated template with AG Audit findings from Public Entities and recommend corrective measures where necessary. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes. Attend Audit Committees and Audit Steering Committee meetings to discuss audit issues and other transversal matters. Identify innovative monitoring and evaluation methodologies to ensure effective monitoring of financial management. Manage compliance with the applicable legislation. Analyse and monitor the application of the PFMA and Treasury Regulations Compliance checklists / Template. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the PFMA Compliance template, Companies Act, King III and other relevant policies. Coordinate and monitor PFMA Compliance by Public entities through sending Compliance template and receive feedback from departments on a Quarterly basis. Analyse PFMA populated template with information from Public Entities and recommend corrective measures where necessary. Meet with Entities PFMA Compliance Coordinators on a quarterly basis to discuss compliance outcomes. Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statements. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by [provincial public entities (including subsidiaries)]. Manage the attendance of audit steering committees' meetings to provide technical assistant to both office of the auditor general, departments and public entities (including subsidiaries). Develop template for reporting on implementation of corrective action emanating from exceptions reported by office of the auditor general. Provide support to governance and oversight structure. Coordinate and monitor the functioning of oversight structures such as Audit Committees and Audit Steering Committees within Public Entities. Ensure the existence of the Central Inter-Departmental Remunerative Committee for Public Entities. Coordinate and monitor the development of annual schedule for Central Inter-Departmental Remunerative Committee and make sure it is aligned with the Provincial Corporate Calendar. Obtain annual schedules for audit committees and audit steering committee meetings for Public Entities. Attend and provide support to Public Entities Audit Committee meetings as well as Audit Steering Committee meetings. Provide secretariat services to the Central Inter-

Departmental Remunerative Committee. Conduct the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 of Treasury Regulations. Conduct analysis on delegation of authority. Coordinate and monitor the delegation of authority template by Public Entities. Coordinate and monitor implementation delegation of authority by Public Entities. Analyse progress report for oversight structures on the implementation of delegation of authority by Public Entities. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes.

<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/234</u></b>	:	<b><u>DEPUTY DIRECTOR: BANKING SERVICES REF NO: LPT/330</u></b> Directorate: Banking, Cash & Liabilities Management
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Polokwane An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Management / Financial Accounting. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial / Assistant Director level in management of government finances as well as Government Financial System particularly BAS. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge, Skills & Competencies: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & Power point) coupled with good presentation skills and interpersonal relations.
<b><u>DUTIES</u></b>	:	Monitoring performance of Commercial Banking Contract in line with Service Levels. Maintenance of Provincial Government bank accounts. Provisioning and monitoring usage of face value documents for provincial departments. Handling banking queries and provide technical banking support to provincial departments and public entities. Conducting quarterly compliance assessments of provincial departments and public entities on banking management prescripts. Manage performance, budget / expenditure, and risks of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/235</u></b>	:	<b><u>DEPUTY DIRECTOR: MARKETING &amp; EVENTS MANAGEMENT REF NO: LPT/85</u></b> Directorate: Communications Services
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Polokwane An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Communications / Marketing or related field. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial \ Assistant Director level in Communications or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Managerial Functions. Finance. Human Resources Matters. Planning and organizing. Compilation of reports. Research/ Analyzing. Computer software programs (word, excel and power point). Technical/ Standards/ Procedures. Needs and priorities of the Department. Negotiation skills. People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Strategic Planning. Policy analysis and development. Good Communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Planning and organization skills.

<b><u>DUTIES</u></b>	:	Manage marketing services. Provide brand champion role within Limpopo Provincial Treasury directly responsible for activities such as architecture conformance and the implementation rollout of the corporate identity manual guidelines. Promote of the efficiency for all policies, legislation and regulation, incentives and other products through appropriate packaging and branding of its products and services. Manage media relations and execute media releases. Attend media briefing. Send invitation to media. Constant update media releases and alerts on website. Provide branding during departmental events. Monitor the response through electronic and print media. Develop and market the department via different mediums. Develop communication plan for marketing events. Monitor coverage of the departmental events through; Newspaper cuttings and Interview of principals. Marketing of departmental events (advertisement). Monitor Corporate Identity (CI) manual and communication policy compliance. Approval and implementations of Limpopo Provincial Treasury brand applications in line with the CI manual. Organize departmental workshops on CI manual and communication policy. Write reports on CI manual and communication policy. Monitor compliance with CI manual. Advise where designing is not in line with CI manual. Manage intranet and website content development services. Make coverage of events, exhibitions and publishing of internal and external newsletters. Development and maintenance of website services. Analyze the website content. Update the departmental website content.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/236</u></b>	:	<b><u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55</u></b> Directorate: Employee Utilization & Capacity Building Re-advertisement, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Polokwane An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Human Resource Management / Human Resource Development or equivalent qualification. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level \ Assistant Director level in Performance Management Development Systems (PMDS). Valid vehicle driver's license (with exception of persons with disabilities). PERSAL Certificate / Results must be attached. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as managerial functions. Human Resource Management / Performance Management Development Systems. Planning and organizing. Compilation of reports. Research \ analyzing. Computer software programs (word, excel and power point). Technical/standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Basic Financial Management. Strategic Management. Policy formulation. Project Management.
<b><u>DUTIES</u></b>	:	Develop, manage, and monitor the implementation of performance management systems. Advise line managers and staff on the implementation of departmental recognition and reward framework. Coordinate moderation process and provide technical support. Monitor quality assurance. Ensure service delivery by measuring performance. Manage probationary appointments. Facilitate the HOD's PMDS / Contracting review. Facilitate a joint departmental moderation committee and the branch moderation committee. Ensure synergy and co-ordination of the PMDS with other HR programs. Develop systems and processes for the attainment of a performance management culture in the Department. Design, develop and facilitate capacity building program on performance management within the Department. Manage and monitor the Senior Management Services performance agreements. Continuously ensures service delivery by measuring performance. Manage and ensure the implementation of the Rewards Strategy for the Department. Manage and ensure compilation of seniority list and long-



term service awards. Ensure linkages of the PMDS with the strategic objectives of the department. Manage payment of performance bonuses and pay progression. Coordinate and administer performance management systems. Coordinate moderation process and provide technical support. Conduct research and impact analysis pertaining to performance management practices, procedures, processes and policies in the Department. Monitor PMDS practices, policies and procedures and ensure compliance with legislation. Make recommendations and on areas affecting service delivery with an aim of improvement. Monitor compliance to PMDS policy. Advise management and the staff on policy matters with specific reference to PMDS noncompliance. Advise both line managers and staff on the developments of performance agreements and performance instruments to ensure that these are in line with the departmental strategic goals and the unit operational plans. Organize awareness and facilitate capacity building program on performance management. Submit PMS improvement plan to ensure effectiveness and efficiency of the system. Facilitate grievances related to PMDS. Monitor and evaluate the effectiveness of the system and provide regular reports. Submit proposals where changes are necessary and to ensure the effectiveness and efficiency of the system. Conduct research, audits and analysis of the system. Develop performance improvement programs. Advise management and the department on performance management practices, procedures, guidelines and policies. Manage resources (physical and human). Development of operational and business plan. Compile Job Description for the subordinates. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Assess subordinate on quarterly basis. Control leave register. Maintain and update the inventory list. Ensure proper utilization of equipment's.

**ENQUIRIES**

: Ms. Kgadima Conny Tel No: (015) 298 7000

**POST 19/237**

: **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE**  
**REF NO: LPT/396**

Directorate: Governance, Monitoring & Compliance

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum (Level 09)

: Head Office – Polokwane

: An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

**DUTIES**

: Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial departments. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in the departments and ensure that an action plan is developed to address all the gaps identified. Facilitate and support departments and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support departments in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit Committees, SCOPA, etc). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in departments. Coordinate the process of registration and de-

		registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/238</u></b>	:	<b><u>ASSISTANT DIRECTOR: GOVERNANCE, MONITORING &amp; COMPLIANCE</u></b> <b><u>REF NO: LPT/399 &amp; LPT/406 (X2 POSTS)</u></b> Directorate: Governance, Monitoring & Compliance
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office – Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification as recognized by SAQA. Qualification in Commerce / Accounting / Financial Management / Internal Auditing. 3 years' functional experience in Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.
<b><u>DUTIES</u></b>	:	Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial public entities including subsidiaries. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in provincial public entities including subsidiaries and ensure that an action plan is developed to address all the gaps identified. Facilitate and support provincial public entities including subsidiaries and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Support and monitor governance compliance by provincial public entities (including subsidiaries). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support provincial public entities including subsidiaries in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit and Risk Committees, SCOPA, etc.). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in public entities including subsidiaries. Monitor the implementation of delegation of authority by Public Entities. Prepare and submit monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny: Tel No: (015) 298 7000
<b><u>POST 19/239</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES &amp; AUXILIARY MANAGEMENT REF NO: LPT/118</u></b> Directorate: Records Management & Auxiliary Services
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office – Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Public Management or related field. 3 years' functional experience in Facilities / Auxiliary Services. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Organizing. Conflict of Management. Strategic

## **DUTIES**

Management. Policy formulation. Adaptability during changes to meet goals. Change / diversity Management.

: Maintain infrastructure and allocation of office accommodation. Develop Office Occupation database. Update office occupation database. Maintain Offices and buildings. Liaise with the HR in regarding with the new appointees. Liaise with the department of public works in relation with maintenance of the building. Facilitate the process of acquiring Office space. Make follow-ups to all reported maintenance faults and accommodation. Liaising with internal and external stakeholders. Monitor Office accommodation lease Agreements. Compile report for Office Accommodation to the Manager of quarterly basis. Ensure the provision and maintenance of telephone services. Ensure the telephone policy and procedure manual is being implemented. Ensure provision of telecommunication facilities. Facilitate the payment of monthly telephone bills. Monitor proper usage of telecommunication. Develop landline telephone database. Update landline telephone database. Monitor usage of landline telephone. Provide and facilitate application and payments of landline telephone for employees. Develop and update cell phone and 3G data cards database. Daily monitoring of cellphones and 3G data card on the Spend Manager Cellular Phone System. Facilitate the installation of new telephone PABX. Ensure the provision of housekeeping/auxiliary services. Develop cleaning checklist. Monitor the cleaning of office building. Cleaning of office building and surroundings. Identify suitable cleaning material. Ensure the provision of cleaning material. Consult with OHS on the safety of cleaning product provided. Identify services that need to be outsourced. Capacitate cleaners on housekeeping services. Ensure provision of adequate cleaning materials. Ensure provision of adequate protective clothing. Ensure provision of adequate cleaning equipment's. To ensure the provision of labour-saving devices and office equipment. Ensure that the correct labour-saving devices are being delivered in time in the department i.e. photocopy machine, faxes, etc. Monitor the implementation of labour-saving devices lease agreements. Monthly monitoring the usage of all labour-saving devices. Analyse the usage and advise accordingly on the findings. Ensure that registers of all labour-saving devices are developed, kept and updated regularly. Monthly monitoring of all labour-saving devices registers. Ensure that the expiry date of labour-saving devices are covers in the delivery note by the service provider. Compile labour saving devices monthly report. Prepare monthly payment of labour-saving devices invoice. Facilitate the provisioning of office furniture and equipment's. Ensure that all officials are having adequate office furniture, shelves, microwave, fridge, urn, and all other kitchen appliance/equipment. Implement office furniture contract. Conduct need analysis on the furniture, shelves, microwave, fridge, urn and all other kitchen appliance requirements by the officials. Liaison with HRM with regards to recruitment plan. Ensure that correct office furniture, shelves, microwave, fridge, urn and all other kitchen appliance/equipment is being delivered in time in the department. Manage human resource. Develop job descriptions and performance contract of subordinate. Monitor performance. Liaison with HRM with regards to recruitment plan. Monitoring of Lease Agreements.

## **ENQUIRIES**

: Ms. Kgadima Conny Tel No: (015) 298 7000

## **POST 19/240**

: **ASSISTANT DIRECTOR: REVENUE, DEBT & BANK RECONCILIATION (SYSTEM CONTROLLER) REF NO: LPT/179**  
Directorate: Financial Accounting

## **SALARY CENTRE REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Head Office – Polokwane  
: An NQF level 7 qualification as recognized by SAQA. Qualification in Financial Accounting or related field. 3 years' functional experience in Financial Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedure such as; Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports computer. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Ability to Operate computer. Leadership. Organizing. Conflict Management. BAS & LOGIS.

<b><u>DUTIES</u></b>	:	Manage users' registration on the system. Facilitate and ensure that users are trained before registration. Ensure that there is documented request for the system. Ensure that indemnity form is completed before granting access to the system. Ensure that only access to the relevant user area is granted. Creation of new user's profile. The system controller ensures that there is correct allocation of functions. Issue a statement to users explaining their access rights. Safeguarding of all users' documentations for audit purposes. Review of user's access rights. To ensure that there is effective control over access of data and information services. Ensure that system users commit themselves for every financial year by completing indemnity form. Ensure that access to the system is terminated upon termination of employment or resignation. Ensure that new form for change of functions is completed upon appointment to a new post. Monitor actions of system users. Perform random checks to ensure that no compromise of segregation of duties by users. Follow up with users on repeated failed log in attempts. All inactive users should be removed from the systems. Make follow up on any blocked or suspended users ID to ensure that the is authorized owner.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/241</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK BASED AUDITING REF NO: LPT/503</u></b> Branch: Shared Internal Audit Services (SIAS)
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office – Polokwane
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit or related field. 3 years' functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analysing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of internal audit strategy. Facilitate the implementation of the Annual Audit Plans for all assurance and consulting activities. Facilitate implementation of individual projects as per operational plan, ad-hoc management request approved by Chief Audit Executive or ad-hoc Audit Committee request. Prepare / Review the following planning documents: Notification letter. System Description, Audit program, Engagement letter and Certificate of independence. Facilitate that audit follow up projects are implemented according to the approved plans by the Cluster Audit Committees. Ensure the provision of risk-based auditing on all matters relating to Institutional Governance, Risk Management, Internal Control for votes 4, 6 & 8 client portfolio and in accordance with the approved Internal Audit Charter and Branch Plans. Review executed risk based internal audit project within teammate. Review audit steps on teammate during execution stage. Review audit evidence and the working papers. Sign off working papers on teammate during execution stage. Review and evaluate finalize management comments. Review working paper file prior submission of reports for review in line with Project completion checklist. Report on the status and challenges of the audit projects to the Deputy Director on monthly basis for votes 4, 6 & 8. Implementation of Branch strategic and operational plans relevant to votes. Ensure the provision of risk-auditing services on all matters relating to Institutional governance, Risk Management, Internal Control for votes 4, 6 & 8. Report regularly to the relevant Deputy Director on progress of the implementation of branch strategic and operational plans relevant to votes 4, 6 & 8. Ensure that audit projects are reviewed and implemented as approved by the Deputy Director General: Shared Internal Audit Services for votes 4, 6 & 8. Prepare the quarterly progress report to the Deputy Director at the end of each quarter. Ensure the implementation of relevant Cluster Audit Committee

resolutions and prepare a Cluster AC Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP) for each project for votes 4 6 & 8. Provide the outcomes of the internal audit services. Review exception reports during the reporting stage. Prepare draft final reports and final reports. Facilitate and attend exit meeting. Close off teammate file. Ensure all risk-based audits are conducted in terms of the-SAS's methodology and norms and standards. Ensure quality standards of all work performed in terms of the Quality. Assurance and Improvement Program / Policy of LPIA. Ensure the validity of all audit findings and recommendations and draft the Audit report for discussion within Internal Audit, with auditee client concerned and with audit committee. Follow up. Review the following, follow up execution, follow up evidence, follow up reports, follow up files, close off teammate file, planning, directing and managing audit projects. To appraise the economic acquisition, efficiency and effectiveness of utilization of Limpopo Provincial Departments' resources with a view to identifying opportunities for improvement of policies, procedures and processes and to provide consulting support to management regarding policies, procedures and processes. Update the audit universe for Performance audits and collaborate with at' risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Prepare preliminary reports, with recommendation as to further and/or corrective action to be taken. Coordinate relevant information to be included in the quarterly reports for Audit Committee purposes. Administration. Conduct administration on the following. Preparation of performance appraisals. Management of personnel staff. Review weekly timesheet. Prepare weekly timesheet. Review subordinates of performance appraisals. Collaborate, persuade, built and maintain strategic alliances and relationships with Auditee Clients and Stakeholders of vote 1, 3 & 12 client portfolio. Ensure coordination to better leverage the services of all internal and external assurance providers through the implementation of the Combined Assurance Model. Ensure broader assurance coverage whilst minimizing duplication of assurance and audit efforts in in respect of governance, risk management, internal control, and compliance processes (GRCC). Coordinate the management of auditee client expectations by encouraging mutual understanding between Internal Audit and Clients (Auditees). Ensure the safeguarding of the independence and objectivity of the Internal Audit function through appropriate reporting lines and governance structures (including the Three Lines of Defense Model). Develop and maintain effective working relationships with key internal and external stakeholders such as the relationships with Departmental and Internal Transversal assurance providers within Limpopo Provincial Treasury, external auditors, and Provincial Fora such as the Asset, Liabilities and Supply Chain Management, Revenue Management, Internal Control, Audit Steering Committee and Risk Management Committee.

**ENQUIRIES** : Ms. Kgadima Conny Tel No: (015) 298 7000

**POST 19/242** : **ASSISTANT DIRECTOR: PERFORMANCE AUDITING & CONSULTING SERVICES REF NO: LPT/491**  
Branch: Shared Internal Audit Services (SIAS)

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Head Office – Polokwane  
**REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA. Qualification in Internal Audit / B.Com or related field. 3 years' functional experience in Internal Auditing or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research and analyzing. Computer Literacy. Technical/ standards /procedures. Needs and priorities of the Department. Public Service Regulations. Public Service Act. DPSA directives. Ability to interpret and apply policy. Analytical and innovative thinking. Research and report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation and development. Adaptability during changes to meet the goals. Change/ diversity management.

<b><u>DUTIES</u></b>	:	Prepare / Review planning of the Audit project. Assist in the implementation of the annual audit plan. Prepare / draft notification letter. Set up a contact meeting with client Departments. Prepare / review an audit engagement letter by way of an entry meeting. Obtain / review sufficient knowledge of the business, activity, or program to be audited. Draft / review request for information document to be submitted to Auditee. Identify / review a focus area for the audit if not known. Identify / review symptoms. Develop audit program (step by step of how audit objectives are going to be achieved and criteria. Lead and guide Senior performance Auditors / Trainee on audit projects to see that professional standards of the Institute of Internal Auditors are maintained in the planning phase. Review the planning working papers prepared by Senior Internal Auditors / Trainee to ensure professional standards are maintained in the planning phase. Prepare / review execution of the audit project. Lead and guide performance Auditors / Trainee to ensure that the approved audit objectives are met and that adequate, practical coverage is achieved. Review audit work performed by Performance / Auditors / Trainee and ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Manager for final review. Prepare / review reporting of Audit projects. Prepare / review all findings identified by Performance Auditors during the execution phase. Prepare / assist a preliminary report with suggested corrective measures (Draft Report). Discuss the draft report with Auditee. Prepare / assist draft final audit with management comments for submission to the manager for review. Ensure completeness of the audit project file on teammate. Administration. Compile job descriptions for the subordinates. Ensure capacity and development of staff. Assess subordinates on a quarterly basis. Control leaves and attendance register. Assist in the development of operational plan. Maintain and update inventory list. Ensure proper utilization of equipment.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/243</u></b>	:	<b><u>INTERNAL AUDITOR: RISK BASED AUDITING REF NO'S: LPT/470, LPT/472, LPT/477, LPT/479, LPT/482, LPT/484, LPT/485, LPT/487, LPT/505, LPT/507, LPT/515 (X11 POSTS)</u></b> Branch: Shared Internal Audit Services (SIAS)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Head Office – Polokwane An NQF level 6 (National Diploma) qualification as recognized by SAQA. Qualification in Internal Audit or related field. 2 years functional experience in Internal Audit or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report, Public Service Act, BAS. PERSAL, Teammate, Professional Standards. Computer Literacy. Communication skills. Report Writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Planning and implementation of individual projects as per approved Audit Plan, Ad-hoc management requests (Approved by the CAE). Execute the individual approves audit programmes within Teammate. Reporting and prepare the outcome of individual projects in terms of draft reports. Follow-up on the resolution of unsatisfactory finding in respect of Internal Audit reports, Auditor General's action plan, and SCOPA resolutions.
<b><u>ENQUIRIES</u></b>	:	Ms. Kgadima Conny Tel No: (015) 298 7000
<b><u>POST 19/244</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: LPT/175</u></b> Directorate Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Head Office – Polokwane An NQF level 6 (National Diploma) as recognized by SAQA. Qualification in Financial Accounting / Financial Management. 2 years functional experience

in Payroll Administration or related field. PERSAL & BAS Certificates / Results will be an added advantage. Knowledge & Skills: Knowledge of variety of work ranges and procedure such as managerial functions. Finance. Human Resource matters Planning and organizing. Compilation of reports. Computer Literacy. Technical/standards. Ability to interpreted policy. Financial Management. Analytic and innovative thinking. Report writing. Leadership. Organizing. Conflict Management.

#### **DUTIES**

: Processing of PERSAL transactions. Submitted vouchers that are captured, processed and filed. Check and verify the authenticity of submitted documents before capturing. Maintain salary related records. Ensure compliance to confidentiality of documents. Capture on PERSAL and BSA and ensure it is supported by authentic source documentation. Implementation of all salary deductions on PERSAL. Reconciliation of IRP5 accumulation. Update information pertaining to IRP5 accumulations. Validate IRP5 by clearing errors during submission. Registering of new employees to obtain tax numbers. Printing of duplicate IRP5 certificates. Creating manual IRP for all BAS payment. Implementation of departmental liabilities / debt. Timeously capturing of departmental debts. Capturing of inter-departmental claims. Ensure correct codes and debt number are used when implementing debt. Tax recalculation during service terminations. Collection of report and filling. Ensure compliance to Treasury Regulations 8.3.4 by collecting, sorting and distribution of salary advice. Ensure that signed payroll certificate are certified and returned within the set time frame. Address any payroll related queries from staff members and external institutions. Advice and assist staff members with salary related queries e.g. issue duplicate IRP5 certificates, recalculation of allowances etc. Ensure that payment schedules are posted, emailed to third parties on monthly basis.

#### **ENQUIRIES**

: Ms. Kgadima Conny Tel No: (015) 298 7000

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF EDUCATION**

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.*

- APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200. Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex, Mbombela or uploaded on the following link: <https://forms.gle/o9MBmwvn3xDFCSub8>
- FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathswa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment
- CLOSING DATE** : 26 June 2025
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

**MANAGEMENT ECHELON**

- POST 19/245** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM REF NO: Y1/001**
- SALARY** : R1 741 770 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at a senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge



and understanding of education policies and legislation, in particular the policy frameworks governing the provision of general- and further education and training, as well as the PFMA and Financial Regulations. Extensive knowledge of and credible experience in the area of general- and further education and training. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules and to work under pressure. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Condition: Appointment will be subject to competency assessment. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za).

#### **DUTIES**

: Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for general education and training (including ECD), as well as further education and training. Ensure the effective delivery of policy, programmes and systems for diverse educational support services, including education for learners with special educational needs, psychological guidance, career guidance, school enrichment programmes as well as the provisioning and utilisation of printed media and the management of school and education libraries. Ensure the planning, administration, monitoring, evaluation and reporting on learner assessments examinations and school evaluations. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

#### **ENQUIRIES**

: Ms P Moosa Tel No: (013) 766 5520

#### **POST 19/246**

: **DIRECTOR: DISTRICT MANAGEMENT REF NO: Y1/003**

#### **SALARY**

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **CENTRE**

: Bohlabela District Office, Bushbuckridge

#### **REQUIREMENTS**

: An appropriate SAQA recognised Bachelor's Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. The following will serve as a strong recommendation: Sound knowledge of and experience in education and public sector management, as well as interactions between the various role players in the education and public sector. Sufficient knowledge and understanding of current national and provincial education and

public servant policies. Distinct competence and a proven track record in the areas of participative management and leadership. A strong interest in the development of the education system. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact [nyukela@thensg.gov.za](mailto:nyukela@thensg.gov.za).

#### **DUTIES**

: Planning: Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the district, including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Head of Department for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Support: Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

#### **ENQUIRIES**

: Mr CS Manyabeane Tel No: (013) 766 5317

#### **POST 19/247**

: **DIRECTOR: HR DEVELOPMENT REF NO: Y1/004**

#### **SALARY**

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **CENTRE REQUIREMENTS**

: Head Office, Mbombela  
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: In depth knowledge of government policies (PSR, MTEF etc.).

Sound understanding and insight into the programmes and priorities of government. Sound understanding of human resource development in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as human resource prescriptions and processes. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

**DUTIES** : Plan, develop and maintain a workplace skills development strategy. Develop and review an integrated HRD Policy and Plan with reference to the following: ensure sufficient funds are available for training and oversee the analysis of training needs. Manage the implementation of personal development plans. Manage and monitor the presentation of short courses, seminars and workshops. Oversee the conducting of orientation sessions for registered service providers. Manage the evaluation of training. Manage and co-ordinate all processes for bursaries. Manage the assistance in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. Manage the development of Public Service Staff (PSS) through training and education.

**ENQUIRIES** : Mr JS Ndala Tel No: (013) 766 5508

**POST 19/248** : **DIRECTOR: HR PROVISIONING REF NO: Y1/005**

**SALARY** : R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**CENTRE** : Head Office, Mbombela

**REQUIREMENTS** : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness

to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

## **DUTIES**

: Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel sub-system. Manage the Post Provisioning Norms in the allocation of posts & employment of educators. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of HR Plan, HR Performance Information, Risk Management & all other HR Strategic interventions in accordance to the approved HR Strategy & appropriate policy, processes & procedures- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management.

## **ENQUIRIES**

: Mr JS Ndala Tel (013) 766 5508

## **POST 19/249**

: **DIRECTOR: LEGAL SERVICES REF NO: Y1/006**

## **SALARY**

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## **CENTRE REQUIREMENTS**

: Head Office, Mbombela  
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive credible experience in the rendering of reliable legal advisory services with regard to all legal matters. Competencies: In depth knowledge and understanding of all legislation related to the Public Service, the education sector, labour law and related legislation and the interpretation thereof. Sound knowledge and insight into the development of provincial education and training legislation. Ability to provide sound advice to all line managers on legal matters. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical

frameworks and other planning models. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. Willingness to travel and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

#### **DUTIES**

: Manage and oversee the rendering of all legal advisory and litigation services to the Department. Manage and co-ordinate the development and maintenance of provincial education and training legislation, including conducting of research on legislation and case law, the drafting of Notices and Court documents and dealing with appeals for the Executive Authority. Manage and assist with the interpretation of legislation and regulations. Co-ordinate the administering of legislation concerning statutory bodies. Manage the liaison with the State Attorney and the State Law Advisors. Manage the monitoring of compliance, including negotiation of contracts, the compilation of interpretative guidelines for contracts and service level agreements as well as a contract management manual and compliance manuals on relevant procedures, the compilation of quarterly needs analysis reports as well as impact analysis reports, the conducting of legal research and the publishing of articles on legal services issues to keep the Department on track. Design systems to improve the efficiency and productivity of the Directorate. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

#### **ENQUIRIES**

: Mr CS Manyabeane Tel No: (013) 766 5317

#### **POST 19/250**

: **DIRECTOR: STRAT PLANNING & CO-ORDINATION REF NO: Y1/007**

#### **SALARY**

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **CENTRE REQUIREMENTS**

: Head Office, Mbombela  
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Extensive credible experience in facilitating and monitoring strategic planning processes and research programmes. Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong

team. Good inter-personal skills. Advanced planning, organising and project management skills. Sound financial management skills. Excellent verbal communication- and report writing skills. Excellent editing- and analytical skills. Good computer and IT skills. Valid drivers license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

## **DUTIES**

: Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF. Manage the promotion of integrated development planning and partnerships with all stakeholders involved in the reconstruction and development of education. Facilitate programmes alignment within the department, as well as the planning, monitoring and assessment of progress regarding the provincial programmes. Monitor the overall provisioning of education in the province and facilitate the planning of new policy directions. Ensure active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education. Strategically co-ordinate, monitor and report on macro policy and planning processes, including the development of strategies for the monitoring and evaluation of programmes and the co-ordination of the preparation of the Annual Report. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

## **ENQUIRIES**

: Mr MD Mtembu Tel No: (013) 766 5124

## **POST 19/251**

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Y1/008**

## **SALARY**

: R1 216 824 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## **CENTRE**

: Head Office, Mbombela

## **REQUIREMENTS**

: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Sound knowledge of the relevant frameworks including Public Finance Management Act (PFMA), Preferential Procurement Policy Framework, Financial Regulations and Public Service procurement procedures. In-depth knowledge of policies, systems, processes, procedures and best practices in the areas of Procurement, Tenders, Contract Management & Administration, Store/Inventory Management, Logistics and Asset Management. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal, networking, written, and verbal communication skills at all levels. Excellent report writing skills.

Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

#### **DUTIES**

: Manage and give strategic direction to the Supply Chain Management Unit. Ensure compliance, implementation and maintenance of Public Finance Management Act (PFMA) and PPPFA in the responsible areas of activity. Serve as an organizational purchasing key driver in executing the Preferential Procurement Policy Framework. Drive the deployment of organizational sourcing/procurement strategy and related strategic initiatives. Implement, evaluate and improve organisational Procurement policies, systems, processes, procedures and best practices within the relevant framework in achieving mission effectiveness, operational efficiency and improved service delivery. Identify, investigate, select and develop appropriate sources of supply and solution providers. Oversee corporate procurement activities, administration of tender processes, contract management/administration, store/inventory, logistics, security, archiving and auxiliary office support functions. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Contribute to the strategic directions of the organisation. Pro-actively build sound relationship with key stakeholders and clients/customers including suppliers/service providers. Empower staff within the component by coaching, developing and skill-transfer.

#### **ENQUIRIES**

: Ms TF Ntuli Tel No: (013) 766 5438

#### **OTHER POSTS**

#### **POST 19/252**

: **DEPUTY DIRECTOR: SECURITY MANAGEMENT UNIT REF NO: Y1/009**

#### **SALARY**

: R1 059 105 per annum, an all-inclusive remuneration package.. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### **CENTRE REQUIREMENTS**

: Head Office, Mbombela  
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in the relevant field, minimum of 3 years proven experience in the field of Security Management. Competencies: Thorough understanding of security management policies. Strong policy development-, research and analytical skills. Ability to collate detailed information. Strong problem solving skills. Well developed financial and project management skills as well as written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.

#### **DUTIES**

: Identify all risks and threats to the security of the department. Formulate departmental security policy and ensure the existence and availability of proper security systems. Manage the provision of the safety of departmental documentation, personnel, communication, computers and physical assets. Manage the provisioning and payment of security services. Manage and co-

		ordinate the screening and vetting of officials. Manage the presentation of training to line management and staff in respect of security matters. Liaise with the SSA for support and advice in respect of information security and conduct investigations on security related matters. Initiate/co-ordinate disciplinary steps in cases of non-adherence to security standards in line with the departmental disciplinary procedures. Manage, monitor, evaluate and initiate improvement of the effectiveness of security measures and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr CS Manyabeane Tel No: (013) 766 5317
<b><u>POST 19/253</u></b>	:	<b><u>CHIEF ENGINEER GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: Y1/014</u></b>
<b><u>SALARY</u></b>	:	R1 196 262 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' relevant post-qualification (after completing qualification) experience. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.
<b><u>DUTIES</u></b>	:	Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.
<b><u>ENQUIRIES</u></b>	:	Ms JH Matukane Tel No: (013) 766 5293
<b><u>POST 19/254</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT &amp; CO-ORDINATION SERVICES: ADMINISTRATIVE SUPPORT, MEC'C OFFICE REF NO: Y1/016</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Public Management or equivalent qualification plus 3 years relevant experience. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio (education and related). Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa as well as general functioning of the public service. Advanced computer literacy. Advanced communication skills at all levels (verbal / written).
<b><u>DUTIES</u></b>	:	Manage the administrative activities within the office of the executive authority. This would, inter alia, entail the following: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are



classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. This would, inter alia, entail the following: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

<b><u>ENQUIRIES</u></b>	:	Ms DS Mthombothi Tel No: (013) 766 5555
<b><u>POST 19/255</u></b>	:	<b><u>DEPUTY DIRECTOR: BOOKKEEPING REF NO: Y1/017</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Cost Management or equivalent qualification plus 3 years relevant experience. Extensive knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonored Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters in regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.
<b><u>ENQUIRIES</u></b>	:	Ms NM Mbiba Tel No: (013) 766 5066
<b><u>POST 19/256</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICAL MANAGEMENT REF NO: Y1/018</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to

		<p>a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Financial Accounting or Commerce or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Successful completion of SCM 1 course. Sound knowledge of BAS and LOGIS systems. Good written and communication skills. Good management skills. Computer skills (MS Word, Excel, PowerPoint). The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Compile and maintain 3/5 years SCM Departmental Project Plan. Compile and maintain the SCM Annual Procurement Strategy. Ensure that effective Bid Administration is achieved through compilation of bid documentation, notification and invitation of bids/quotations proposals and submitting the bid evaluations to the Bid Adjudication Committee. Ensure that effective acquisition of goods and services are accomplished based on the Just-In-Time principle. Ensure effective Contract Administration including monitoring and evaluating the contractors' adherence to the contract agreement. Ensure the finalization of all audit inquiries. Provide support with inventory control and risk management. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms TF Ntuli Tel No: (013) 766 5438
<b><u>POST 19/257</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL &amp; SUPPORT SERVICES REF NO: Y1/019</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gert Sibande District Office, Ermelo
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. In depth knowledge of the Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and the specified work field. Sound knowledge and experience of all financial related matters, budget procedures, the Basic Accounting System (BAS), the PERSAL System as well as the computerised LOGIS System will serve as strong recommendations. Well-developed written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Good computer user knowledge and experience. Valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of district Financial Services (including Budget and revenue management, expenditure services & Salary services, Supply Chain services and Asset Management). Ensure the efficient management of the district budget, the co-ordination of budgetary inputs and financial reporting. Manage and co-ordinate the efficient and accountable administration of salaries and salary accounts. Ensure the effective acquisition of goods and

services. Co-ordinate and administer matters in respect of asset management in accordance with policies and delegations. Give direction to, co-ordinate, monitor and advise on all finance related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on financial matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district Financial Service. Identify the needs for improved financial services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.

<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<b><u>POST 19/258</u></b>	:	<b><u>DEPUTY DIRECTOR: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION REF NO: Y1/020</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations / Labour Law or equivalent qualification plus a minimum of 3 years relevant experience in a Labour Relations environment. Proven outstanding managerial and service delivery competency. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with grievances and disputes. Credible experience in representing the employer at dispute resolution forums. Proven negotiation skills. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent networking skills. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the grievance and dispute resolution Unit. Promote and administer sound dispute resolution and -prevention mechanisms. Give direction to, co-ordinate, monitor and advise on all Labour relations related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on Labour relations matters where applicable. Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive grievance and dispute resolution service. Identify the needs for improved grievance and dispute resolution services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. The appointee will be a member of the middle management echelon of the Department of Education, and will be expected to chair disciplinary enquiries when required to do so.
<b><u>ENQUIRIES</u></b>	:	Mr HA Ngwenya Tel No: (013) 766 5429

<b><u>POST 19/259</u></b>	:	<b><u>DEPUTY DIRECTOR: HR SERVICES REF NO: Y1/021</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualification. Minimum of 3 years' relevant experience in an HR environment. Competencies: Knowledge of Human Resource concepts, principles, policies and procedures. In depth knowledge and experience of the PERSAL System. Knowledge of the legislation regulating all HR administration of educators and officials and related HR policies and practices, as well as employee wellness. Excellent written and verbal communication skills. Good presentation and report writing skills. Strong interpersonal and networking skills. Ability to work under pressure. Ability to function independently. Proven management skills and the ability to liaise at a high level. The ability to develop systems and processes as well as policies and procedures. Client-orientation/ customer focus. Analytical, problem solving and decision making skills. Advanced planning and project management skills. Proven supervisory and people management skills. Good computer user knowledge and experience pertaining to MS Office (Word, Excel and PowerPoint - with special emphasis on Access). Valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of district HR Services, including specialised HR support-, research and advisory services, establishment services, employment, career matters, housing and leave, pensions and compensation benefits, PERSAL registry services, the maintenance of the PERSAL Personnel subsystem, and the co-ordination of all HR Projects. Overall management of matters in respect of HIV/AIDS prevention and -care programmes and employee assistance programmes. Give direction to, co-ordinate, monitor and advise on all HR related matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on HR matters where applicable. Develop and implement appropriate policy, systems, management- and administrative structures for the provision and maintenance of a comprehensive district HR Service. Identify the needs for improved HR services and formulate programmes and projects for the implementation thereof. Maintain discipline of staff members. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/260</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: Y1/022</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nkangala District Office, KwaMhlanga
	:	An undergraduate qualification (NQF 7/6) as recognised by SAQA in Labour Relations /Labour Law or equivalent qualifications. Minimum of 3 years' relevant experience in Labour Relations environment. Competencies: Extensive knowledge of Labour laws, dispute resolution mechanisms, education legislation and policies and public service legislation and policies. In depth knowledge of and experience in procedures for dealing with

		incapacity/inefficiency and employee behaviour. Credible experience in conflict resolution and crisis intervention. Strong interpersonal-, written and verbal communication skills. Proven ability to communicate effectively with a broad spectrum of role players. Excellent report writing skills. Sound analytical and problem solving skills. Advanced planning, organising and project management skills. Sound financial management skills. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Ability to maintain the required level of information confidentiality and security. Developed computer literacy. Willingness to travel and work beyond normal working hours. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage all district labour relations matters. Co-ordinate, manage and monitor collective bargaining activities, address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms. Manage all matters pertaining to incapacity/ inefficiency and employee behaviour. Give direction to, co-ordinate, monitor and advise on all labour relations matters (procedural and policy). Interpret existing and newly developed policies and facilitate policy making on collective bargaining, grievances as well as dispute resolution and -prevention mechanisms. Manage the monitoring of time off and secondment for teacher union or employee organisation activities. Liaise with Head Office and trade unions on all labour relations matters. Develop and implement appropriate policy, systems, management- and administrative structures for the provision of effective and efficient district labour relations. Maintain discipline of staff members. Execute HR Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/261</u></b>	:	<b><u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: Y1/023</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	B Degree or Equivalent in Real Estate or Property Management. Five (5) years' relevant post-qualification (after completing qualification) experience. Strong policy development-, research and analytical skills. Knowledge of statistical research methods. Ability to collate detailed information. Strategic planning, organisational and problem solving skills. Well developed financial and project management skills. Well developed written and verbal communication skills. Good presentation skills. Ability to work under pressure. Ability to function independently. Strong interpersonal and networking skills. Proven management skills and the ability to liaise at a high level. Good computer user knowledge and experience. Valid driver's license.
<b><u>DUTIES</u></b>	:	Direct and manage the implementation of property administration functions. Manage land affairs and Immovable Asset Register. Manage leases. Manage Municipal Accounts. Manage use of utilities. Execute HR performance management.
<b><u>ENQUIRIES</u></b>	:	Ms JH Matukane Tel No: (013) 766 5293
<b><u>POST 19/262</u></b>	:	<b><u>QUANTITY SURVEYOR PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: Y1/015</u></b>
<b><u>SALARY</u></b>	:	R761 157 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Mbombela
	:	Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Three years' relevant post-qualification (after completing

		qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.
<b><u>ENQUIRIES</u></b>	:	Ms JH Matukane Tel No: (013) 766 5293
<b><u>POST 19/263</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH &amp; WELLNESS PROGRAMMES (EHWP) REF NO: Y1/024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum
	:	Nkangala District Office, KwaMhlanga
	:	An appropriate National Diploma (NQF 6) as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes, as well as employee assistance programmes. Strong policy development and analytical skills. Proven management skills. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Strong ability to liaise at all levels. Good problem solving skills. Proven project management skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Co-ordinate and monitor the implementation of policy, delegations, systems, practices and grievance procedures required for the provision of comprehensive assistance, care and support programmes to employees in the workplace. Manage the provision of care and support to employees infected with and affected by HIV/AIDS. Manage the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Execute HR performance management.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/264</u></b>	:	<b><u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum
	:	Izimbali Combined Boarding School, Amsterdam
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<b><u>POST 19/265</u></b>	:	<b><u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/026</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816
<b><u>POST 19/266</u></b>	:	<b><u>HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: Y1/027</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum
	:	Thaba Cheuw Boarding School, Mashishing
	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification and a minimum of 3 years relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.
<b><u>ENQUIRIES</u></b>	:	Mr T Magoane Tel No: (013) 766 7410
<b><u>POST 19/267</u></b>	:	<b><u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/058</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R476 367 per annum
	:	Gert Sibande District Office, Ermelo
	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services.

		Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<b><u>POST 19/268</u></b>	:	<b><u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/059</u></b>
<b><u>SALARY</u></b>	:	R476 367 per annum
<b><u>CENTRE</u></b>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
<b><u>REQUIREMENTS</u></b>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816
<b><u>POST 19/269</u></b>	:	<b><u>CLINICAL NURSE PRACT GR 1: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/061</u></b>
<b><u>SALARY</u></b>	:	R476 367 per annum
<b><u>CENTRE</u></b>	:	Thaba Cheuw Boarding School, Mashishing
<b><u>REQUIREMENTS</u></b>	:	A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.
<b><u>ENQUIRIES</u></b>	:	Mr T Magoane Tel No: (013) 766 7410
<b><u>POST 19/270</u></b>	:	<b><u>ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE &amp; DISPUTE MGMT REF NO: Y1/062</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District Office, Ermelo
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.
<b><u>DUTIES</u></b>	:	Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and



departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

**ENQUIRIES** : Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

**POST 19/271** : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT**  
**REF NO: Y1/063**

**SALARY** : R468 459 per annum  
**CENTRE** : Nkangala District Office, KwaMhlanga  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.

**DUTIES** : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.

**ENQUIRIES** : Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725

**POST 19/272** : **ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE & DISPUTE MGMT**  
**REF NO: Y1/064**

**SALARY** : R468 459 per annum  
**CENTRE** : Ehlanzeni District Office, Kanyamazane  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.

**DUTIES** : Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination

		of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.
<b><u>ENQUIRIES</u></b>	:	Ms JT Dlamini Tel No: (013) 766 0508
<b><u>POST 19/273</u></b>	:	<b><u>ASSISTANT DIRECTOR: BARGAINING, GRIEVANCE &amp; DISPUTE MGMT REF NO: Y1/065</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Bohlabela District Office, Bushbuckridge
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.
<b><u>DUTIES</u></b>	:	Co-ordinate, manage and monitor labour matters within the educator and public servants sectors, including: implementation of labour policies and agreements; management and monitoring of time off and secondment for teacher union or employee organisation activities; and rendering support to the negotiation teams at provincial level. Promote and administer collective bargaining, including: liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern; development of mandates from the district for collective bargaining and consultation; and representing the district in collective bargaining structures. Promote labour peace through grievance and dispute resolution and – prevention, including: rendering assistance to Head Office in the co-ordination of the settlement of disputes; resolution of grievances; liaison with trade unions with regard to dispute resolution; preparation of inputs to Head Office on disputes; and creation and maintenance of databases for grievances and disputes.
<b><u>ENQUIRIES</u></b>	:	Mr TZ Magoane Tel No: (013) 766 7410
<b><u>POST 19/274</u></b>	:	<b><u>ASSISTANT DIRECTOR: BEHAVIOUR MANAGEMENT REF NO: Y1/066</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office, KwaMhlanga
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) in Labour Relations / Labour Law as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience. Competencies: knowledge of the PERSAL System, legislation regulating the labour relations matters of educators and officials and related Labour Relation policies and legislation. Planning and organising skills. Ability to meet deadlines. Strong interpersonal, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid drivers license.
<b><u>DUTIES</u></b>	:	Manage and ensure the implementation of policies, delegations, systems and practices required for the efficient, equitable and conclusive management of all matters pertaining to incapacity/ /inefficiency (officials) and incapacity (educators), as well as employee behaviour (educators and officials). Manage and co-ordinate the investigation of disciplinary and incapacity enquiries. Liaise with the South African Council for Educators i.r.o the above. Manage the creation and maintenance of database and PERSAL records in regard of misconduct and incapacity. Provide related management information. Develop capacity in relation to the management of incapacity and misconduct throughout the district system.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/275</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: Y1/067</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District Office, Ermelo

<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF 6) in Communication/Marketing as recognised by SAQA or equivalent qualification plus a minimum of 3 years relevant experience. Competencies: Understanding of the education legislative framework. Management skills. Computer literacy and good interpersonal, organisational, verbal and written communication skills. Good report writing skills. Ability to meet deadlines. Ability to work under pressure and adjust to irregular working hours. Valid driver license.
<b><u>DUTIES</u></b>	:	Manage the rendering of all district communication services. Manage and co-ordinate the development and maintenance of good relations with the media, and co-ordinate district production and publication matters. Co-ordinate the development and maintenance of good relations between the department and it's internal and external publics. Participate in relevant Media Forums.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<b><u>POST 19/276</u></b>	:	<b><u>ASSISTANT DIRECTOR: HIV/AIDS IN THE WORKPLACE REF NO: Y1/069</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 6) in the relevant field as recognised by SAQA or equivalent qualification in the relevant field plus a minimum of 3 years relevant experience in the field. Competencies: In depth knowledge and practical understanding of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Strong policy development and analytical skills. Proven management skills. Good understanding of project management. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Develop, co-ordinate and ensure the provision of care and support to employees infected with and affected by HIV/AIDS, the prevention of stigmatization, victimisation and discrimination, the creation and promotion of a healthy and supportive working environment, the encouragement of voluntary testing, counselling, diagnosis and treatment. Develop strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections. Minimise the impact of HIV/AIDS on individual and organisational performance. Execute HR performance management.
<b><u>ENQUIRIES</u></b>	:	Ms PD Mhlanga Tel No: (013) 766 5555
<b><u>POST 19/277</u></b>	:	<b><u>RESEARCHER: RESEARCH REF NO: Y1/071</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	MST Academy, Emalahleni
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Honors degree backed by a BSC degree or equivalent in Mathematics, Physics or Chemistry as well as at least seven years relevant experience. Knowledge of and experience in quantitative and qualitative methods of research and different research designs. Sound knowledge and experience in observation and interview techniques. Experienced in the collecting and analysing of information to develop a research plan. Experience in statistical techniques for collecting, organising, analysing and interpreting of data. Good ICT skills - MS Word, MS Excel, MS Access, MS Projects and the use of the internet for research purposes. Well-developed verbal and written communication skills. Good organisational and planning skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Support the manager of the Research Unit, and conduct research on the teacher development programmes and strategies required for quality education in mathematics, science and technology. Interact with the line manager, districts and schools to determine research needs. Promote access to and the effective utilisation of resources. Maintain a research data base of information, including records of all research projects, resources and reference materials available. Assist with the provision of relevant and timely empirical data. Collect, analyse and interpret data, and assist with the writing, presentation and publication of reports. Establish and maintain national and

		international partnerships with universities, other Research Units, other Government Departments and NGOs.
<b><u>ENQUIRIES</u></b>	:	Mr I Zitha Tel No: (013) 766 5671
<b><u>POST 19/278</u></b>	:	<b><u>RISK OFFICER: RISK MANAGEMENT REF NO: Y1/072</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	A relevant National Diploma (NQF 6) as recognised by SAQA. Minimum of 3 years' relevant experience in Risk Management. Competencies: In depth knowledge of the legislation regulating risk management policies and practices. Proven presentation skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<b><u>DUTIES</u></b>	:	Identify and evaluate risk areas & develop response strategies. Determine techniques and measures to minimize the impact of potential risks. Develop a risk register and conduct workshops to create & enhance risk management awareness. Assess and identify risk control measures to be utilized in the management of risks to determine their adequacy and relevance. Facilitate the implementation of risk management norms and standards. Monitor and report on all aspects relating to risk management. Implement a culture of zero-tolerance on fraud and corruption.
<b><u>ENQUIRIES</u></b>	:	Mr MEM Bhembe Tel No: (013) 766 5431
<b><u>POST 19/279</u></b>	:	<b><u>ASSISTANT DIRECTOR: HR BENEFITS ADMINISTRATION REF NO: Y1/074</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	A Bachelor' degree or equivalent qualification or Grade 12 certificate backed by extensive relevant experience in Human Resources management and administration. Competencies: In depth knowledge of the PERSAL System, legislation regulating the employment and conditions of service of educators and officials and related HR policies and practices. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, written and verbal communication skills. Report writing skills. Computer literacy is essential. Valid driver's license.
<b><u>DUTIES</u></b>	:	Develop, co-ordinate, monitor and review policy, delegations systems, practices and grievance procedures required for the efficient, equitable and accountable remuneration of all human resources, including salaries and hourly remuneration, benefits and compensation as well as the maintenance of detailed personnel records, both on file and on PERSAL. Develop decentralised capacity in regard of the above. Manage the administration of related non-decentralised matters. Provide related management information.
<b><u>ENQUIRIES</u></b>	:	Ms F Khoza Tel No: (013) 766 5501
<b><u>POST 19/280</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: WORKS INSPECTIONS REF NO: Y1/073</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office, KwaMhlanga
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<b><u>DUTIES</u></b>	:	Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/281</u></b>	:	<b><u>ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL REF NO: Y1/076</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Ezakheni Boarding School, Driefontein

<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in Public Management/Administration plus sufficient credible experience with specific reference to bookkeeping and financial administration. Relevant National Diploma (NQF6) as recognised by SAQA will be an added advantage. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<b><u>DUTIES</u></b>	:	Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<b><u>POST 19/282</u></b>	:	<b><u>PRINCIPAL HR OFFICER: HR PROVISIONING REF NO: Y1/077</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Bohlabela District Office, Bushbuckridge
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) as recognised by SAQA in Human Resource Management /Public Management or equivalent qualifications. Minimum of 2 years' relevant experience in an HR environment. Competencies: Sound working knowledge of PERSAL and the specified work field, with specific reference to establishment administration. Good organisational, interpersonal, supervisory, training and evaluation skills. Computer literacy. Valid driver's license will be an advantage.
<b><u>DUTIES</u></b>	:	Supervise the maintenance of post establishments. Implement departmental recruitment, selection and placement plans. Implement HR deployment and/or transfer strategies. Supervise all new employment matters, termination of service and the maintenance of employment records on files and on PERSAL. Provide related management information services. Train and supervise staff.
<b><u>ENQUIRIES</u></b>	:	Mr TZ Magoane Tel No: (013) 766 7410
<b><u>POST 19/283</u></b>	:	<b><u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: Y1/078</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District Office, Ermelo
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioural problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. Co-ordinate SHERQ activities. Conduct OHS audits.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097

<b><u>POST 19/284</u></b>	:	<b><u>SPECIAL PROGRAMMES OFFICER: EMPLOYEE ASSISTANCE (EAP) REF NO: Y1/079</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Kanyamazane
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) as recognised by SAQA in Occupational Health and Safety or SAMTRAC as recognised by South African Institute of Occupational Safety and Health. Minimum of 2 years' experience in the SHERQ environment. Competencies: Knowledge of the set policies, legislation and operations related to employee assistance programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues. Psychologically, emotionally, socially and spiritually counsel employees on alcoholism and drug abuse, absenteeism, stress and tardiness, as well as personal matters such as abuse, violence, divorce and bereavement. Identify individual employees' behavioural problems based on work performance. Refer employees for diagnosis, treatment and rehabilitation. Scrutinise progress and medical reports and take corrective action. Co-ordinate SHERQ activities. Conduct OHS audits.
<b><u>ENQUIRIES</u></b>	:	Ms JT Dlamini Tel No: (013) 766 0508
<b><u>POST 19/285</u></b>	:	<b><u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: Y1/080</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District Office, Ermelo
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary testing, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<b><u>ENQUIRIES</u></b>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau Tel No: (017) 801 5097
<b><u>POST 19/286</u></b>	:	<b><u>SPECIAL PROGRAMMES OFFICER: HIV/AIDS IN THE WORKPLACE REF NO: Y1/081</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office, KwaMhlanga
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) as recognised by SAQA. Minimum of 2 years' appropriate experience. Competencies: Sound knowledge of the set policies, legislation and operations related to HIV/AIDS prevention and -care programmes. Committed customer and service orientation. Strong interpersonal skills. The ability to provide guidance and counselling with maturity, patience and sensitivity. Well-developed written and verbal communication skills. Strong presentation- and report writing skills. Good problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel. Computer literacy is essential.
<b><u>DUTIES</u></b>	:	Provide care and support to employees infected with and affected by HIV/AIDS. Prevent stigmatization, victimisation and discrimination. Create and promote a healthy and supportive working environment. Encourage voluntary

		testing, counselling, diagnosis and treatment. Implement strategies and interventions to promote condom distribution and use. Promote awareness amongst employees to prevent new infections.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/287</u></b>	:	<b><u>ADMIN OFFICER: NUTRITION PROGRAMMES REF NO: Y1/173</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office, KwaMhlanga
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF6) as recognised by SAQA or equivalent qualification in the field plus sufficient credible experience. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<b><u>DUTIES</u></b>	:	Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816 / Ms LS Malatjie Tel No: (013) 947 1725
<b><u>POST 19/288</u></b>	:	<b><u>ADMIN OFFICER: NUTRITION PROGRAMMES REF NO: Y1/174</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Kanyamazane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 6) in Human Resource Management / Public Management as recognised by SAQA or equivalent qualification plus a minimum of 3 years experience in HRM administration. Competencies: Strong administration, organisational and financial management skills. Good interpersonal, verbal and written communication skills. Ability to analyse, interpret and draft policies. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
<b><u>DUTIES</u></b>	:	Render administration support services in regard of the school nutrition programme, food security and poverty alleviation. Administer and monitor grants allocated to the various programmes. Maintain database(s) and information system. Maintain a sound financial and provisioning system. Prepare management information and reports.
<b><u>ENQUIRIES</u></b>	:	Ms JT Dlamini Tel No: (013) 766 0508
<b><u>POST 19/289</u></b>	:	<b><u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: Y1/082</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Steve Tshwete Boarding School, Elandspruit, Middelburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.
<b><u>DUTIES</u></b>	:	Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

<b><u>ENQUIRIES</u></b>	:	Ms M Masilela Tel No: (013) 947 1816
<b><u>POST 19/290</u></b>	:	<b><u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: Y1/083</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Thaba Cheuw Boarding School, Mashishing
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma (NQF6) in Public Management as recognised by SAQA or equivalent qualification. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.
<b><u>DUTIES</u></b>	:	Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.
<b><u>ENQUIRIES</u></b>	:	Mr T Magoane Tel No: (013) 766 7410
<b><u>POST 19/291</u></b>	:	<b><u>WORKS INSPECTOR: WORKS INSPECTIONS REF NO: Y1/084</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Bohlabela District Office, Bushbuckridge
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<b><u>DUTIES</u></b>	:	Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
<b><u>ENQUIRIES</u></b>	:	Mr TZ Magoane Tel No: (013) 766 741

#### **DEPARTMENT OF HEALTH**

***The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.***

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	24 June 2025
<b><u>NOTE</u></b>	:	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. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be



considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**ERRATUM:** Kindly note that the post was posted in the Public Service Vacancy Circular 14 of 2025 dated 25 April 2025, the post of Operational Manager Nursing Grade 1 (PN-B3): Operating Theatre (Lydenburg Hospital, Ehlanzeni District) with Ref No.: MPDOH/Apr/25/43 with the closing date of 16 May 2025, has been withdrawn.

#### OTHER POSTS

**POST 19/292** : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDOH/JUNE/25/112**

**SALARY** : R1 348 635 - R1 494 765 per annum  
**CENTRE** : Piet Retief Hospital (Gert Sibande District)  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2025). A minimum of ten (10) years' appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environments including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as the National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. Must be able to work under pressure, cope with the high workload and be willing to manage the hospital after hours.

**DUTIES** : Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at

local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and 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 the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning 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 utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation 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 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.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 19/293** : **OPERATIONAL MANAGER NURSING (PN-B3): MARTENITY REF NO: MPDOH/JUNE/25/113**

**SALARY** : R693 096 – R789 861 per annum  
**CENTRE** : Lydenburg Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2025). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills

		including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 19/294</u></b>	:	<b><u>CONTROL NETWORK CONTROLLER REF NO: MPDOH/JUNE/25/114</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in ICT / IT as recognized by SAQA with three (3) years' experience directly related to the duties and responsibilities specified. Knowledge and Skills: Working knowledge of Windows Server 2016-2022, Active Directory, MS Exchange Server 2016/2019 and Microsoft Office Suites plus M365. Experience in working within the ITIL Framework for Incident, Problem, Change, or Service Experience in the design, planning, and implementation of a Training and Support service. Good Communication and business analysis abilities; Good project management abilities; Sound problem solving abilities. Knowledge of other computing technologies like open-source systems is an added advantage.
<b><u>DUTIES</u></b>	:	To provide ICT solutions in the Department that support Business objectives in terms of Systems & Applications, ICT Infrastructure services, and Client user support. Training to staff members on IT related matters. To analyze and implement Health Systems. To analyze; develop, support in-house systems and implement special projects. To analyze and ensure that PEIS systems is fully implemented.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

#### **PROVINCIAL TREASURY**

***The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote retrospectivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.***

<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>NOTE</u></b>	:	Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the

DPSA website and a detailed CV only, Failure to comply with the above instructions will lead to automatic disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Applications must be sent on pdf format (maximum size: 5MB) only and indicate on email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-mail address will not be considered. Please note the following: All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. For full details of the advertised posts, applicants are advised to visit the Mpumalanga Provincial Treasury, website: <http://treasury.mpg.gov.za> The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

#### OTHER POSTS

<b><u>POST 19/295</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: MPT 10/2025 (X2 POSTS)</u></b> Directorate: Accounting Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Head Office, Mbombela Minimum three years of a Bachelor's Degree/Advanced Diploma/BTech (NQF Level 07) in Accounting/Commerce with a minimum of 3 years' experience in accounting/bookkeeping/analytics/compiling of financial statements. Completed articles with a registered accounting firm will be an added advantage. Valid driver's licence. Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management and problem-solving skills. Good communication (verbal and written), interpersonal and report writing skills. Planning, organising and analytical skills. Knowledge of PFMA, Treasury Regulations and related frameworks. Knowledge of IFRS and GRAP. Knowledge of financial systems and financial management.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of National Treasury prescripts and approved accounting standards. Assess and report on the quality of interim and annual financial statements. Analyze the clearing of monthly control accounts for Provincial Departments. Review the implementation of National Treasury instruction notes for departments, public entities and municipalities. Prepare consolidated financial statements for departments and public entities. Prepare an audit file to support the consolidated Annual Financial Statements (AFS).
<b><u>ENQUIRIES</u></b>	:	Mr DJ Sibuya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<b><u>APPLICATIONS</u></b>	:	applications must be submitted by email to: MPT10@mpg.gov.za
<b><u>POST 19/296</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSVERSAL SYSTEMS TRAINER REF NO: MPT 11/2025</u></b> Directorate: Interlinked Financial Systems
<b><u>SALARY CENTRE</u></b>	:	R582 444 per annum (Level 10) Head Office, Mbombela

<b><u>REQUIREMENTS</u></b>	:	Minimum three years of a National Diploma (NQF Level 6) in Financial Management/Supply Chain Management/Public Administration/Information Systems/Information Technology/Human Resource Management with a minimum of three (3) years' functional work experience in Transversal systems (PERSAL, LOGIS, BAS, Vulindlela or Business Process Automations). Train the Trainer Certificate. Moderator and Assessor Certificate. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking, report writing, analytical, presentation, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Knowledge of assessment of assignments/tests, moderation of assessments. Designing training programmes/interventions.
<b><u>DUTIES</u></b>	:	Render support services to all provincial Transversal Systems users. Facilitate and coordinate Transversal systems training. Assess and moderate assignments/tests for all trainees/users on Transversal Systems. Monitoring compliance with prescribed legislation, policies, and guidelines relating to all applicable procedures. Providing support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compiling standard policies and procedure manuals for internal security profiles and control deviations.
<b><u>ENQUIRIES</u></b>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<b><u>APPLICATIONS</u></b>	:	applications must be submitted by email to: MPT11@mpg.gov.za
<b><u>POST 19/297</u></b>	:	<b><u>SENIOR DATA TECHNOLOGIST: CYBER SECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT12/2025</u></b> Directorate: Information Technology
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Head Office, Mbombela Minimum three years of a Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science/Cybersecurity. Minimum 3 years of experience in Cybersecurity/or Cloud Services Administration. Microsoft Certified: Identity and Access Administrator Associate certification or Microsoft Certified: Azure Administrator Associate certification will be an added advantage. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.
<b><u>DUTIES</u></b>	:	Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist Departments in the execution of security logs management, monitoring, security analysis, event correlation, vulnerability management, impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr DJ Sibiya Tel No: (013) 766 4386/4138, Mr PM Nkambule Tel No: (013) 766 4435/4374/4478
<b><u>APPLICATIONS</u></b>	:	applications must be submitted by email to: MPT12@mpg.gov.za

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

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

- APPLICATIONS** : All Applications must be submitted online, Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or addressed to: Human Resource Manager, Public Works and Roads, Private Bag X2080, Mmabatho, 2735. Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
- FOR ATTENTION** : HRM Recruitment - Mr. M.E Khauoe
- CLOSING DATE** : 27 June 2025 (posted/handed, e-mailed applications must have reached the Department by 16h30 pm Walk-in and 00h00 Mid-night online will, as a rule not be accepted).
- NOTE** : Please Note: On the Subject Line of your E-mail, Indicate the Correct Job Title and the Reference number of the post. All attachments for online submission must include the Z83 Form and Curriculum Vitae only be in PDF format, as one document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, is obtainable from any Public Service, Departments or on the DPSA Website, [www.dpsa.gov.za](http://www.dpsa.gov.za). Part A must be fully completed by the applicant's indicate correct advertised Post name and Reference number, Centre, Notice period on the z83 form. Z83 form part of declaration must be signed, dated and initialled only on the first page. The Z83 Form must be accompanied by a recently updated/ detailed Curriculum Vitae. The personal details and the subjects of relevant qualification, should be mentioned on the CV, also clearly indicating current positions held in sequential period. Outline or provide the sufficient information about related experience and key responsibilities with respective dates and include three (3) names contactable referees. Part B, C and D must be fully completed, however B, C, E on the space that indicate date of birth/ work permit, preferred language, current study, may be left blank if not relevant to you. Part E, F and G do not need to be completed if the CV has provided the required information. Part F is compulsory to be completed for applicants seeking re- employment into Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) obtain via this link: <https://www.thensg.gov.za>. Failure to submit the requested information will result in your application not being considered. The e-mailed applications will be accepted. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant's previous information as background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The Department reserves the right not to make any appointments to the advertised posts. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. NB: Salary Level 1-12, all shortlisted candidates will be subjected to practical exercise and integrity assessment test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job. Recommend candidate(s) will be required to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicant requiring

additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you do not receive any response from us within three months after closing date, please accept that your application was unsuccessful.

## **MANAGEMENT ECHELON**

**POST 19/298** : **CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: H/O 11/2025 (X1 POST)**

**SALARY** : R1 436 022 per annum (Level 14), an all-inclusive remuneration package  
**CENTRE** : Head Office – Mahikeng  
**REQUIREMENTS** : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Property Management/ Town & Regional Planning/ Real Estate/ Property Law/ Property Valuation. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at a senior managerial level. Extensive experience in immovable asset and property management. A valid driver's license. Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Horticultural processes/regulations, Cleaning and Hygiene Industry, Integrated Facilities Management, Occupational Health and Safety Act, Public Service Regulation. Public Service Act, Government procurement system and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act, Understanding of building management legislation, Knowledge and understanding of: the relevant General Conditions of Contract, National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements. Skills: Understanding of change management and financial management. Programme and Project Management skills, Strategic capability and leadership, Change Management, Knowledge Management, Service Delivery Innovation, Conflict Resolution, Research and policy formulation, Computer Literacy (MS Word, Excel, Power Point), People Management and Empowerment, Strategic Capability and Leadership, Report writing, Good planning and organising skills, Data Collection. Problem solving, presentation and facilitation skills. Analytical, innovative, interpersonal skills. Ability to work under pressure, willingness to travel and work beyond normal working hours.

**DUTIES** : Manage state owned property portfolio, housing accommodation and property payments. Oversee, plan, and co-ordinate the strategic management of state owned immovable properties which includes provision of accommodation for all provincial departments as well as acquisition and disposal of land and redundant properties. Oversee the management and maintenance of Prestige Buildings. Manage prestige property portfolio through the implementation of the ministerial handbook. Manage the implementation of GIAMA to ensure the effective, efficient and economic use and maintenance of immovable assets which includes, pro- active life cycle management of the Provincial building Immovable Asset Portfolio). Oversee the management of the leases and housing rental portfolio including the management of lease contracts as well as co-ordination of property services including the cleaning and gardening services. Produce Asset management Plans that will inform the Provincial Planning and budgeting process. Manage the Immovable Asset Management Policies, Strategies and maintain Provincial Asset Register. Provide guidance and support to User Departments (Client Departments) on the management of immovable assets. Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets. Implement the infrastructure Delivery Improvement Programme (IDIP) requirements. Provide strategic leadership to the Chief Directorate Immovable Asset Management.

**ENQUIRIES** : Dr. NMG Mfikwe Tel No: (018) 388 2426  
**APPLICATIONS** : Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

**POST 19/299** : **DIRECTOR: PLANNING AND INFORMATION REF NO: H/O 12/2025 (X1 POST)**

**SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office – Mahikeng
	:	Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Property Management/ Town & Regional Planning/ Real Estate/ Property Law/ Property Valuation or related field. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge of the North West Land Administration Act, Government Immovable Asset Management Act (GIAMA), Public Service Regulation, Public Service Act, Supply Chain Management Practices, Government procurement systems and related legislation (e.g. PPPFA and PFMA), Treasury Regulations, Minimum Information Security Standards (MISS) Act. Understanding of building management legislation. Competencies in terms of the SMS Competency Framework. Compliance with the Occupational Health and Safety Act. Knowledge of labour intensive mode. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Manage the immovable asset management policies and strategies. Design and maintain the Provincial Asset Register System. Co-ordinate the completion of the vesting of properties. Manage proclamations and inherent legislation. Manage financial assets accounts and reporting. Manage the payment of municipal accounts at Head Office. Manage the payment of property rates and taxes for the province. Manage the payments of electricity supply services at Head Office. Manage the payments of electricity, water and security services at Prestige residences. Manage the administration of the Provincial Residential Housing Portfolio. Co-ordinate the review and update of residential lease database. Co-ordinate tenants verification process during and after allocation process. Develop policies and procedures for the management of state owned residences. Ensure effective co-ordination and administration of residential leases at District offices. Manage land administration and implement acquisitions and disposal strategies. Manage the resources in the Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. NMG Mfikwe Tel No: (018) 388 2426
	:	Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
<b><u>POST 19/300</u></b>	:	<b><u>DIRECTOR: PROVINCIAL DEPARTMENTS INFRASTRUCTURE, CONSTRUCTION, MAINTENANCE AND TECHNICAL PORTFOLIO</u></b> <b><u>SUPPORT REF NO: H/O 13/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 per annum (Level 13), an all-inclusive remuneration package
	:	Head Office – Mahikeng
	:	Qualifications: National Senior Certificate plus a Bachelor's Degree/B-Tech (NQF Level 7) in Engineering Built environment. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/senior managerial level. A valid driver's license. Knowledge: Management of professional teams within the built environment. Extensive knowledge of all engineering aspects of the building and construction environment. Advanced knowledge and understanding of the following Acts: Government Procurement systems and related legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Project Management. Ability to maintain integrity and confidential information. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Manage infrastructure, maintenance and technical portfolio support for Provincial Departments. Determine life cycle-costs and condition assessments norms and standards for provincial departments. Monitor the implementation



of condition assessments. Manage Infrastructure delivery programmes. Enforce validation of building plans. Manage implementation of projects including contract management in line with budgets, timeframes and quality standards. Manage client department projects. Co-ordinate and Plan building Infrastructure projects. Collate the Infrastructure Programme Management Plan and B5 project list. Evaluate and recommend feasibility study/ scoping report, preliminary Design, detailed design and tender documentation. Manage procurement of construction projects supported by departmental SCM. Manage and update building standards documents and procedures. Manage the resources within the Directorate.

**ENQUIRIES  
APPLICATIONS**

: Mr M. Chwene Tel No: (018) 388 4460  
: Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

**POST 19/301**

**DISTRICT DIRECTOR REF NO: KK 01/2025 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 per annum (Level 13), an all-inclusive remuneration package  
: Dr Kenneth Kaunda District Office-Potchefstroom  
: Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in any Built Environment discipline/ Public Administration/ Public Management or related field. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: Five (5) years' of relevant experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge and understanding of - Public Service Act; Public Service Regulations and related HRM Acts, PFMA and Treasury Regulations; Supply Chain Management Practices; Competencies in terms of the SMS Competency Framework; Construction Industry Development Board Regulations and best practice requirements; Compliance with the Occupational Health and Safety Act; Knowledge of labour intensive mode. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours.

**DUTIES**

: Implement infrastructure project/ programmes and condition assessments. Ensure effective and efficient implementation of planned building maintenance projects within the time and budget allocations. Manage day-to-day preventative and renovate maintenance scheduling and programming. Implement property management services. Manage the provision of roads maintenance services and maintenance of the construction plant for the district. Render oversight on Capital Expenditure (CAPEX) Projects. Manage community based programmes (i.e. EPWP) and ensure job opportunity creation in the district. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements. Implement monitoring and reporting systems and ensure implementation of appropriate remedial actions where applicable. Manage corporate support services inclusive of District budget and other resources. Ensure effective and efficient risk management within the district.

**ENQUIRIES  
APPLICATIONS**

: Dr. NMG Mfikwe Tel No: (018) 388 2426  
: Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za

**OTHER POSTS**

**POST 19/302**

**DEPUTY DIRECTOR: BUILDINGS INFRASTRUCTURE REF NO: H/O 14/2025 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 per annum (Level 11), an all-inclusive remuneration package  
: Head Office - Mahikeng  
: Qualification: National Senior Certificate plus an appropriate a Bachelor's Degree (NQF Level 7) in Civil Engineering or Quantity Surveyor or related field in build environment. Experience: Minimum 3-5 years' of experience in the built environment of which 3 years should be at Assistant Director Level. A valid driver's license. Knowledge: Knowledge of government policies and planning systems. Construction projects. Design and labour intensive construction projects. Civil engineering related projects. Processing payment certificates. Measuring and estimating of value of works and compilation of tender

		documents for various Infrastructure Projects. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. Skills: Project management. Problem solving and analysis. Decision making. Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Computer skills. Planning and organising. People management. Report writing skills. Presentation Skills. Willingness to travel and work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Determine life cycle-costs and condition assessment norms and standards for buildings infrastructure (aligned to the prescribed norms and standards). Manage the preparation of life cycle infrastructure maintenance plans. Provide inputs and data to develop the U-AMP (User-Asset Management Plan). Plan and monitor the implementation of condition assessments for buildings infrastructure. Manage the interpretation of condition assessment findings and facilitate the updating of the Asset Register and relevant information systems. Manage procurement of construction projects supported by Departmental SCM Policies. Manage implementation of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Coordinate Performance Information of the Directorate and liaise with Monitoring and Evaluation. Participate in Departmental Committees. Manage day-to-day operational aspects of a project. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Register interim payment certificates. Scrutinize and analyze the account for correctness. Verify calculations. Manage and ensure each project is implemented within allocated budget. Ensure projects are implemented according to program of Public works and Roads. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Provide inputs on the development/review of B5 list and Budget. Manage the Sub-Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Sepotokele and Mr T Chanda Tel No: (018) 388 4516 / 4199
	:	Use the correct E-mail: DPWRHOREcruit@nwpg.gov.za
<b><u>POST 19/303</u></b>	:	<b><u>CONTROL WORKS INSPECTOR REF NO: NMMD 03/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (SL10)
	:	Molopo Sub-District
	:	Qualification: National Senior Certificate plus an appropriate National Diploma (T/N/S Streams) registration as an Engineering or N3 with a passed Trade Test in the Building Industry or Technician. Experience: Minimum of more than 6 years appropriate experience. A valid driver license. Knowledge: Knowledge of the Public Service Act. Public Service Regulation. Labour Relation Act. Public Finance Management Act. Occupational Health and Safety Act. Construction Manual. Ribbon Development Act. Skills: Computer Literacy (MS Word, Excel, Power Point). Numeracy skills. Effective communication skills (Verbal and written). Interpersonal relations. Analytical and problem solving abilities. Negotiation and conflict resolution skill. Creative and innovative. Report writing skills. Presentation skills. Ability to work independently. Ability to work under pressure. Ability to interact with stakeholders on various levels.
<b><u>DUTIES</u></b>	:	Manage the process for identification of needs, new services and requirements for minor new work and repairs to existing work. Facilitate, coordinate and control implementation of new works, repair and renovations and maintenance. Ensure compliance with relevant project documentation for new and existing structures. Manage activities of contractors and consultants. Gather and submit information in terms of extended public works programme. Ensure compliance to Public Finance Management Act (PFMA). Manage activities of contractors and consultants. Supervise personnel.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. V.M.M More Tel No: (018) 388 4384
	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmrecruit@nwpg.gov.za
<b><u>FOR ATTENTION</u></b>	:	Acting-District Director – Ms V.M.M. More

<b><u>POST 19/304</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A: CONTRACTS, PAVEMENTS MANAGEMENT AND MATERIAL SERVICES REF NO: NMMD 04/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R551 493 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mahikeng District Office (X1)
<b><u>REQUIREMENTS</u></b>	:	Qualification: National Senior Certificate plus an appropriate National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license. Knowledge: Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract, knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Project management. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Manage technical services and support in conjunction with Engineers Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Assess pavements and prioritizing of rehab and reseal projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Manage, supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Motsilanyane Tel No: (018) 388 4251
<b><u>APPLICATIONS</u></b>	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnm recruit@nwpg.gov.za
<b><u>FOR ATTENTION</u></b>	:	Acting-District Director – Ms V.M.M. More
<b><u>POST 19/305</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A: ROAD MAINTENANCE IMPLEMENTATION REF NO: NMMD 05/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R551 493 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mahikeng District Office
<b><u>REQUIREMENTS</u></b>	:	Qualification: National Senior Certificate plus an appropriate National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician. Experience: 6 years post qualification technical experience. Valid driver's license. Knowledge: Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Knowledge of Public Service Regulations. General Conditions of Contract, knowledge of construction regulations. Skills: Computer Literacy (MS Word, Excel, Power Point). Problem solving and analysis. Project management. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Effective communication skills (Verbal and written). Planning and organizing. Interpersonal skills. Presentation skills. Report writing skills. Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Manage technical services and support in conjunction with Engineers Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Administer Roads Service Points. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage district contracts such as reseal surface roads and road markings. Manage road building material functions including laboratory services. Ensure the development, implementation and maintenance databases. Maintain all provincial road including pavement material (potholes, edges, crack seal) roads signs and markings, drainage and road reserve maintenance and cleaning. Manage hired plant for road maintenance. Assist local authorities with selected services like maintenance of access roads, within allocated budget. Grading of gravel roads, surface road shoulders and structure maintenance (bridges & culverts). Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Manage, supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N. Motsilanyane Tel No: (018) 388 4251
	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za
<b><u>FOR ATTENTION</u></b>	:	Acting-District Director – Ms V.M.M. More
<b><u>POST 19/306</u></b>	:	<b><u>ROAD SUPERINTENDENT – ROAD REF NO: NMMD 06/2025 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08)
	:	Lichtenburg District
	:	National Senior Certificate plus an appropriate National Diploma or equivalent qualification at NQF Level 6 in Civil Engineering or Construction Management. Experience: Minimum 6 years in road maintenance /construction environment. Valid driver's license. Knowledge: Knowledge and understanding of record keeping and document management. Knowledge of MS Microsoft Suite (Microsoft Word, PowerPoint, Access and Excel). Construction and maintenance of roads. General conditions of contract. Construction regulations. Standard and specification of roads and bridges. Design manual and material for roads. Contract management. Public Financial Management Act. Extended Public Works Programme. Skills: Computer Literacy (MS Word, Excel, Power Point). Effective communication skills (Verbal and written). Planning and organizing. Interpersonal relations. Accuracy. Aptitude of figures. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly /monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors /maintenance teams. Render EPWP and technical administrative support services. Supervise personnel.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N. Motsilanyane Tel No: (018) 388 4251
	:	All Applications must be submitted online, or Hand delivered to Registry Office no. 168, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road, Mmabatho, or Addressed to: Acting District Director, Public Works and Roads, Private Bag X80, Mmabatho, 2735. Use the correct E-mail: dpwrnmmrecruit@nwpg.gov.za
<b><u>FOR ATTENTION</u></b>	:	Acting-District Director – Ms V.M.M. More

<b><u>POST 19/307</u></b>	:	<b><u>ENGINEERING TECHNICIAN GRADE A - BUILDINGS INFRASTRUCTURE</u></b>
		<b><u>REF NO: H/O 18/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R391 671 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Head Office - Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Qualification: National Senior Certificate plus an appropriate National Diploma in Civil Engineering/ Quantity Surveyor or relevant qualification in build environment. Three years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge: Project Management. Technical design and analysis Knowledge. Research and development. Computer aided engineering applications. Knowledge of legal compliance. Technical consulting. Skills: Problem solving and analysis. Decision Making. Team Work. Creativity. Customer focus and responsiveness. Communication. People Management. Computer Skills. Planning and organizing. Technical report writing skills.
<b><u>DUTIES</u></b>	:	Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/ engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matter.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Sepotokele Tel No: (018) 388 4199
<b><u>APPLICATIONS</u></b>	:	Use the correct E-mail: DPWRHORecruit@nwpg.gov.za.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH AND WELLNESS**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**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.

**OTHER POSTS**

**POST 19/308** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Khayelitsha/Eastern Sub-structure Office

**REQUIREMENTS** : Minimum educational qualification: Appropriate Qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration with a Professional Council: Registration with the HPSCA as a Medical Practitioner (independent practice). Experience: Minimum of 3 years appropriate experience as Medical Officer after registration with the HPSCA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/ skills): Strong leadership, organisational operational and contingency planning skills. Independent decision-making and problem-solving skills. Good knowledge of applicable legislation, regulations and provincial policies. Proven management competencies in a health environment. Appropriate experience of managing clinical services.

**DUTIES** : Oversee all clinical services for the Khayelitsha/Eastern Sub Structure Office. Ensure Quality Assurance and Medico Legal services for the sub structure. Clinical Governance systems design to support Service, improvement initiatives/innovation. Ensure implementation of Service Re-design and support within ecosystems. Ensure compliance with finance and supply chain processes with a focus on cost reduction Medical, surgical and obstetrical management of in and outpatients. Management and treatment of emergency cases in all disciplines. To Act as custodian of the clinical governance (internal and external) in the Sub-structure. Training/tutoring of junior medical officers and clinical training. Supervision of Medical staff. To arrange and facilitate outreach and support from specialist hospitals and to surrounding PHC facilities.

**ENQUIRIES** : Mr JA Kruger Tel No: (021) 360-4622

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

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 23 June 2025

**POST 19/309** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Wesfleur Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSCA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration HPSCA as a Medical Practitioner. Inherent requirements of the job: Willingness and skills to render clinical services in and after hours when necessary. Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/ skills): Computer literacy. Develop and implement operational plans in

	accordance with District priorities. Ensure the co-ordination of all activities necessary for availability of effective patient care. Ensure adherence to the relevant health and public service legislation.
<b><u>DUTIES</u></b>	: Responsible for overall management of the level 1 hospital as well as oversight role to PHC Facilities within Atlantis Basin focusing on support, co-ordination and collaboration for effective service delivery. Manage all clinical departments including Medical Services, Pharmacy, Rehabilitation and Radiology and supervise all medico legal matters. Promote community involvement in the management of the Hospital and clinic services and ensure the active functioning of the Hospital Board. Act as the responsible financial manager in terms of the Public Finance Management act of 1999(PFMA) and manage People Management matters. Liaise with the appropriate secondary and tertiary referral services. Management of all resources including finances, PM, equipment etc. to ensure value for money. Perform clinical audits and implement risk management strategies to manage district hospital. Prepare and assist with getting the Institution in line with the requirements of the OHCS w.r.t. National core Standards. Give support to line manager w.r.t. strategic planning of the Southern Western Sub-Structure.
<b><u>ENQUIRIES</u></b>	: Mr VZ Brickles Tel No: (021) 202-0903
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Manager Medical Services posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 23 June 2025
<b><u>POST 19/310</u></b>	: <b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u></b> Chief Directorate: Emergency Clinical Services Support
<b><u>SALARY</u></b>	: 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
<b><u>CENTRE</u></b>	: Forensic Pathology Services (Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Forensic Pathology. Experience: <b>Grade 1:</b> None after registration as a Medical Specialist with the HPCSA with respect of SA qualified employees. 1-year relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Medical Specialist with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience after registration as a Medical Specialist with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Specialist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/ skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software

literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology practice. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas.

**DUTIES** : Provide full-time Medico-legal death investigative service within the Division of Forensic Medicine by performance of Post-mortems of natural and unnatural deaths. Provide Full-time Medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic Teaching and Training, Research, Clinical Governance and Quality Assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

**ENQUIRIES** : Dr IJ Molefe, email address: (Itumeleng.Molefe@uct.ac.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification clearance, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 similar vacant posts within Chief Directorate: Emergency Clinical Services Support for a period of 3 months from the date of advert.

**CLOSING DATE** : 23 June 2025

**POST 19/311** : **MEDICAL SPECIALIST GRADE 1 TO 3**  
 Chief Directorate: Emergency Clinical Services Support  
 (3 Year Contract)

**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** : Forensic Pathology Services (Forensic Medicine, Stellenbosch University)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Appropriate registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Forensic Pathology. **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 Forensic Pathology. **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 Forensic Pathology. Inherent requirements of the job: Valid driver's license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge/ skills): Above-average ability to communicate clearly and discreetly in person and in



		writing. Above-average Computer and Software literacy. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach and train medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas.
<b><u>DUTIES</u></b>	:	Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of and supervising post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations and editing reports of junior staff members. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and Training, Research, Clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.
<b><u>ENQUIRIES</u></b>	:	Dr J Verster, email address: ( <a href="mailto:jverster@sun.ac.za">jverster@sun.ac.za</a> )
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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). Candidates may have to undergo profiling assessments prior to appointment.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/312</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3(NEUROSURGERY)</u></b> (1-Year Contract)
<b><u>SALARY</u></b>	:	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
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	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: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> 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. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Evidence of interest in neurosurgery. Ability to work under pressure as part of a clinical team. Appropriate and sufficient clinical experience since obtaining

	the degree MBChB. Basic surgical skills and other courses are recommended. Research interest and experience. FCNeurosurg (SA) Primary.
<b><u>DUTIES</u></b>	: Teaching. Leadership. Research. Clinical Service: Patient care and operative. Clinical Governance.
<b><u>ENQUIRIES</u></b>	: Prof G Fieggen Tel No: (021) 406-6213 or <a href="mailto:Vuysiwe.bathaka@uct.ac.za">Vuysiwe.bathaka@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for the 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 CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.
<b><u>CLOSING DATE</u></b>	: 23 June 2025
<b><u>POST 19/313</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: 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
<b><u>CENTRE</u></b>	: Paarl Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's 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. <b>Grade 2:</b> A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.
<b><u>DUTIES</u></b>	: 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. Maintain accurate and detailed patient records. 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.
<b><u>ENQUIRIES</u></b>	: Dr J van Dyk (email: <a href="mailto:Johannes.vanDyk@westerncape.gov.za">Johannes.vanDyk@westerncape.gov.za</a> , Tel No: (021) 860 -2860
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for the 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. Candidate 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: Rural Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 23 June 2025
<b><u>POST 19/314</u></b>	: <b><u>MEDICAL OFFICER GRADE 1 TO 3 (FORENSIC PATHOLOGY)</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	: 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.)
<b><u>CENTRE REQUIREMENTS</u></b>	: Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's license. Will be required to perform Medico-legal autopsies in the examination of unnatural death admissions. Will be required to deliver expert testimony in court proceedings and provide opinions for prosecutors. Knowledge of the functioning of a Forensic Pathology Department. Ability to do the Diploma in Forensic Pathology. Exposure to Post-mortems, autopsy work and dissection. Appropriate experience in trauma related cases. Competencies (knowledge/skills): Above-average ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy. Administration skill. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Ability and willingness to perform duties outside of normal working hours and away of base of employment. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.
<b><u>DUTIES</u></b>	: Perform Post-mortems at Medical Officer level, completion of investigations and documentation in relevant cases, and completion of Post-mortem reports in 12 weeks. Expert evidence in court related to cases, and Forensic opinions as required by the Department of Justice. Attendance of and examination of Incident cases. Support to the Head: Clinical Unit and Medical Specialists in all aspects required. Guidance of Forensic Pathology Officers with regard to

**ENQUIRIES**  
**APPLICATIONS**

**NOTE**

**CLOSING DATE**

**POST 19/315**

**SALARY**

**CENTRE**  
**REQUIREMENTS**

**DUTIES**

performance of Post-mortems. Assist with teaching and training of Medical, Criminal Investigation and Justice groups in Medico-legal autopsies and related investigations. Appropriate experience in Trauma related cases.

Dr IJ Molefe ([ltumeleng.Molefe@uct.ac.za](mailto:ltumeleng.Molefe@uct.ac.za))

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

No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance, qualification clearance, criminal records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment. 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 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 similar vacant posts within the Observatory Forensic Pathology Institute for a period of 3 months from date of advert.

23 June 2025

**MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY) (6/8TH POST)**

Grade 1: R751 101 per annum

Grade 2: R856 914 per annum

Grade 3: R991 764 per annum

(A portion of the package can be structured according to the individual's personal needs).

Tygerberg Hospital, Parow Valley

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 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. Competencies (knowledge/ skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics). Proven dedication to patient care and to maintaining professional integrity. Fluency in English. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or higher). GCP certification or clinical trial experience.

Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Teaching and supervision of undergraduate medical students rotating

		through the Division. Clinical administration of oncology service area, including collection of service level data, completion of medical aid authorization forms, medical reports and letter, and medico-legal forms.
<b><u>ENQUIRIES</u></b>	:	Dr H Burger Tel No: (021) 938-5992, email. <a href="mailto:henrietteburger@sun.ac.za">henrietteburger@sun.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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).
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/316</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hour calls from the community Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with ability to manage conflict and knowledge of legislation related to the Health Care Service and policies of the Department of Health. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Good organizational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage own work (and that of the units which report to the post), and to ensure appropriate interventions to enhance all services at the institution.
<b><u>DUTIES</u></b>	:	Provide guidance, leadership towards the realization of strategic goals and objectives of division and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Provide professional, technical and management support, co-ordinate and monitor quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Provide effective support to Nursing, Administration- and Support services and maintain professional self-development. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, human-, financial-, and physical resources. Supervisory and mentorship role to the Operational Managers of the hospital.
<b><u>ENQUIRIES</u></b>	:	Dr. JM Van Schalkwyk Tel No: (022) 709 -7287
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/317</u></b>	:	<b><u>CHIEF DIETICIAN GRADE 1</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R575 250 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: A minimum of 3 years' appropriate experience as a Dietician after registration with the HPCSA. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to assist with outreach and support in Rural East Ecosystem as the need arise. Willingness to work overtime if necessary. Willingness to work flexible hours if necessary. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Able to function independently. Able to prioritize and work under pressure. Possess strong clinical knowledge and skills, particularly in TPN and managing disease-specific nutrition support for conditions like burns, prematurity in NICU, HIV/AIDS, TB, malnutrition, and maternal-child health. Work as part of the multi-disciplinary team in managing patients in a regional hospital environment. Be proficient in therapeutic dietary interventions and nutrition counselling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior and non-dietetic colleagues as the need may be. Adaptability, prioritization and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing the clinical need in a regional hospital combined with a commitment to continuous professional development, round out the essential competencies for this role. Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

<b><u>DUTIES</u></b>	:	Provide therapeutic nutrition treatment plans and counseling for various medical conditions presenting and admitted to a regional hospital as part of the specific package of care. Promote breastfeeding, ensure compliance with MBFI/YCF protocols. The role will involve coordinating all aspects of dietetic services within the regional hospital, collaborating with specialists and colleagues in the Rural East Ecosystem, and leading nutrition education and health promotion campaigns where applicable. You will ensure compliance with OHSC standards and support quality assurance where applicable. Additionally, you will support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Also assist the hospital management team in maintaining smooth operations including stock control and management, data collection, patient redress.
<b><u>ENQUIRIES</u></b>	:	Dr T Koen Tel No: (044) 802-4528
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/318</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Merweville CC, Beaufort West Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile

		clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/ skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	:	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 with 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.
<b><u>ENQUIRIES</u></b>	:	Ms J Nel Tel No: (023) 414 - 8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/319</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Hermanus CDC
<b><u>REQUIREMENTS</u></b>	:	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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid driver's licence (B/EB/C1). It will be expected of the incumbent to assist in the Sub-district, when required. Prepared to work overtime. Competencies (knowledge/ skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the comprehensive service plan. Be able to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Assist with the management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the management of human resources, Financial, SCM, Strategy and Health Support, Infrastructure and Equipment.
<b><u>ENQUIRIES</u></b>	:	Ms MA Samules Tel No: (028) 313-1167
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/320</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	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 with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year in accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC and Psychiatry. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 Psychiatric 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. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Psychiatric Department.
<b><u>DUTIES</u></b>	:	Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Psychiatric unit, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the 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.
<b><u>ENQUIRIES</u></b>	:	Ms LK De Goede Tel No: (044) 802-4352
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subject 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 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 similar vacant



		posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/321</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATOLOGY)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	Oudtshoorn Hospital
<b><u>REQUIREMENTS</u></b>	:	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 a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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/night duty, overtime, public holidays and weekends as needed. Willingness to perform relief duties in other department within the facility when needed. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy. Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of Maternal and Neonatal Health Care services within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively.
<b><u>DUTIES</u></b>	:	Provision of specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislations. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.
<b><u>ENQUIRIES</u></b>	:	Mr CB Olivier Tel No: (044) 203 -7203/ 7344
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 Garden Route District for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/322</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATOLOGY)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	Knysna Hospital
<b><u>REQUIREMENTS</u></b>	:	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/night duty, overtime, public holidays and weekends as needed. Willingness to perform relief duties in other department within the facility when needed. Competencies (knowledge/ skills): Good communication skills (verbal and written). Computer literacy. Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of Maternal and Neonatal Health Care services within a hospital setting, occupational health/ staff wellness and principles of infection prevention and -control. Ability to manage consumable resources effectively.

**DUTIES** : Provision of specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislations. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.

**ENQUIRIES** : Ms CG Wagener Tel No: (044) 302-8400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification 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 Garden Route District for a period of 3 months from the date of advert.

**CLOSING DATE** : 23 June 2025

**POST 19/323** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: TRAUMA & OPD (EMERGENCY))**  
 West Coast District

**SALARY** : Grade 1: R476 637 per annum  
 Grade 2: R583 989 per annum

**CENTRE** : Swartland 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 and Midwife. 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 or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Prepared to be on call/Relief Nursing Manager, work shifts, night duty and public holidays. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific

	speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team.
<b><u>DUTIES</u></b>	: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	: Ms L Julius Tel No: (022) 487-9204
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within 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 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 Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for similar vacant posts within Swartland Sub-District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 23 June 2025
<b><u>POST 19/324</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X3 POSTS)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: Slanghoek Mobile (X1 Post) De Doorns CC (X1 Post) Orchard Clinic (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<b><u>DUTIES</u></b>	: Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower

		categories of staff. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms. EJ Williams Tel No: (021) 862 -4520
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/325</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING)</u></b> Directorate Management Accounting Sub-Directorate: Strategic Budget Analysis
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, stationed at Bellville Health Park in Bellville
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial environment. Appropriate experience in data analysis and administration. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirements of the job: Valid Code B/EB driver's licence Skills in VBA-programming and Power Query will be advantageous. Competencies (knowledge/skills): Advanced Excel skills. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Proficiency in cost management principles, budgeting and other management accounting tools and techniques Solid understanding of Systems e.g. BAS, PERSAL, Vulindlela, Logis, Medsas. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations & conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.
<b><u>DUTIES</u></b>	:	Budget management and reporting based on various principles derived from standard management accounting techniques. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various monitoring and evaluation committees. Design, maintenance, and development of queries to databases Extraction, testing and clean-up of data to ensure data integrity Assist and train managers in using expenditure models for financial planning and control. Expenditure control and cash flow management through established techniques such as forecasting and variance analysis. Supervise subordinates (performance management, discipline and development).
<b><u>ENQUIRIES</u></b>	:	Ms W Hanekom Tel No: (021) 815-8608
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/326</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3(DIAGNOSTIC)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of protocols, radiation, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems.
<b><u>DUTIES</u></b>	:	Provide a Radiographic Services. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographer. Participate in continuing professional development activities.
<b><u>ENQUIRIES</u></b>	:	Dr J Brownbridge Tel No: (022) 487 9200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. 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)".
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/327</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HRM: (PEOPLE STRATEGY: PEOPLE MANAGEMENT: COMPLIANCE &amp; TRAINING)</u></b> Directorate: People Strategy
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, based at Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge and experience in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and Auditor General enquiries and audits. Inherent requirement of the job: Valid Code 8 (B, EB) driver's license (certified copy). Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing, and audits skills. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.

<b><u>DUTIES</u></b>	:	Perform relief function at Health facilities in the absence of People Management Staff. Assist People Management with identified People Management functions: backlogs, OSD grade progressions, service terminations, etc. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Management: Compliance & Training reports, regarding People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of People Management Legislation, policies, practices and conditions of service. Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management Sample testing of People Management practices and process on Audit Action Plan to verify correct reporting. Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to managers during PM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
<b><u>ENQUIRIES</u></b>	:	Mr BS Samuels Tel No: (021) 815 -8763
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/328</u></b>	:	<b><u>ORAL HIGIENIST GRADE 1 TO 3</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Caledon Hospital, Theewaterskloof Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a Professional Council: Registration with the HPCSA as an Oral Hygienist. Experience: <b>Grade 1:</b> None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Oral Hygienist 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. <b>Grade 2:</b> A minimum of 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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. <b>Grade 3:</b> A minimum of 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/ skills): Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Good communication, interpersonal and organizing skills. Professional ethics. Computer literacy (MS Word and Excel).
<b><u>DUTIES</u></b>	:	Clinical service delivery. Oral health education and disease prevention. Perform administrative duties. Quality Clinical Governance.
<b><u>ENQUIRIES</u></b>	:	Dr RJ Liebenberg Tel No: (028) 212-1070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	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 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 similar vacant posts within the Overberg District for a period of 3 months from the date of the advert.

<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/329</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Mitchell's Plain CHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Diagnostic. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) 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: Render a 24-hour service as determined by the department. Competencies (knowledge/ skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Sound verbal and communication skills. Computer literacy skills.
<b><u>DUTIES</u></b>	:	Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in an after hour service of the department.
<b><u>ENQUIRIES</u></b>	:	Ms Y Samuels Tel No: (021) 391-5899
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	23 June 2025

<b><u>POST 19/330</u></b>	:	<b><u>EMS STATION MANAGER GRADE 3 TO 6</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	Grade 3: R397 308 per annum Grade 4: R480 108 per annum Grade 5: R 62 119 per annum Grade 6: R624 288 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emergency Medical Services, Garden Route, George Minimum educational qualification: <b>Grade 3:</b> Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). <b>Grade 4:</b> Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). <b>Grade 5:</b> Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 6:</b> Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Physical and mental fitness as an Emergency Services practitioner. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Competencies (knowledge/ skills): Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills. Excellent knowledge of all levels of emergency care protocols.
<b><u>DUTIES</u></b>	:	Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Jansen Tel No: (044) 802-2500 (District Manager – Garden Route) Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/331</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCE</u></b> Directorate Financial Administration and Accounting Sub-Directorate: Financial Accounting (Section: Entities)
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Financial Accounting environment. Competencies (knowledge/skills): Computer literacy in Microsoft applications (MS Word, Outlook, Teams and Excel). Good interpersonal relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations



<b><u>DUTIES</u></b>	:	Effective management of the registration process of entities on BAS. Ensure BAS registrations are in line with relevant policies. Control and manage sanitization of BAS Entity Database. Effective management of BAS Helpdesk and BAS User Administration. Ensure accurate and accessible data.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Terblanche, tel.no. (021) 483-4382
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/332</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Patriot Plein Clinic
	:	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. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub-district inclusive a Mobile when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<b><u>DUTIES</u></b>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms J Bosch Tel No: (021) 862-4520
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subject 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 applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025

<b><u>POST 19/333</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Oudtshoorn Sub-district (Stationed at Toekomsrus Clinic) Minimum educational qualification: Basic R425 qualification (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: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> 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: A valid driver's license. Willingness to assist when required in all Primary Health Care facilities e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Willingness to work overtime when needed. Competencies (knowledge/ skills): Good communication skills. The ability to function independently under pressure. Planning and organisational Skills. Self-discipline and motivation.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NC Jackson Tel No: (044) 203-7205 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/334</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC) (SCHOOL HEALTH)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Theewaterskloof PHC Support and Outreach, Theewaterskloof 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. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime

	when necessary. It will be expected of the candidate to perform clinical functions within the School, AYFS and Primary Health Care setting. 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 relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<b><u>DUTIES</u></b>	: Provide clinical school health services to learners with parental consent in schools. Support the CCW and the teacher as part of the team within the school environment. Reach out to nurses in special schools where applicable. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays as well as PHC services. Monitor and evaluate the Program.
<b><u>ENQUIRIES</u></b>	: Ms P Robertson Tel No: (028) 214-5800
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from the date of the advert.
<b><u>CLOSING DATE</u></b>	: 23 June 2025
<b><u>POST 19/335</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC SUPPORT AND OUTREACH)</u></b> Garden Route District
<b><u>SALARY</u></b>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	: Knysna/Bitou Sub-district (Stationed at Knysna CDC)
<b><u>REQUIREMENTS</u></b>	: 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: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> 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 Centres, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willing to work overtime when needed. Competencies (knowledge/ skills): Good communication skills. The ability to function independently under pressure. Planning and organisational Skills. Self-discipline and motivation.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Ms PM Peters Tel No: (044) 302 - 8400
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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 applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/336</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMINISTRATION (ADMISSIONS)</u></b> Overberg District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administrative experience in a health/patient environment. Appropriate Clinicom experience. Inherent requirements of the job: Required to work 12 hour shifts (including night duty, weekends and public holidays). Willing to work overtime on short notice. Competencies (knowledge/skills): Computer literacy in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions & Medical Records policies. Knowledge of Clinicom.
<b><u>DUTIES</u></b>	:	Admission of patients including correct patient assessment and accurate data/information capturing. Ensure correct management of patient folders at reception area and schedule appointments (new, follow-up and operations) on the system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates & old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters.
<b><u>ENQUIRIES</u></b>	:	Mr G Bucchianeri Tel No: (028) 212-1070
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/337</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Klipfontein/Mitchells Plain Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in financial transactions and financial systems. Competencies (knowledge/skills): Ability to prioritize, good co-ordination and problem-solving skills. Computer Literacy (MS Word and Excel). Knowledge of BAS or any computerized accounting system.
<b><u>DUTIES</u></b>	:	Administrative support services to Head of Finance and provide support & assistance with the reporting of financial statements. Clearing of Asset and Liability including debt accounts. Reconciliation of NPO monthly claims and capturing of payments, journals & debts on Basic Accounting System (BAS). Reporting of IYM (In Year Monitoring) before the 7th of each month. Ensure correct allocations are used when capturing transactions on BAS S&T process and all transactions comply with Legislative requirements. Proper filing of documentation for audit purposes.
<b><u>ENQUIRIES</u></b>	:	Ms A Mdewu Tel No: (021) 370-5027

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a practical and oral assessment. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/338</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (PATIENT ADMINISTRATION AND FEES)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate practical experience in Hospital Fees Department (IOD, RAF, Medical Aid, State Departments, H2 and H3 Follow-ups). Appropriate experience in Petty Cash management. Appropriate Cashier experience in the Public Sector. Procurement (Ordering of Stationary). Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook) (Attach Proof). Knowledge of PFMA Act, Treasury Regulations and Instructions and Division of Revenue Act (DORA). Excellent interpersonal skills and the ability to maintain confidentiality. Knowledge of Hospital Fees, Clinicom, AR, UPFS and BAS and Logis.
<b><u>DUTIES</u></b>	:	Effective and efficient management of H2 and H3 accounts, IOD accounts, RAF accounts, Medical Aid accounts and State Department accounts. Compiling and submitting of IOD Accounts. Effective and efficient management and clearance of the Intra Response and Medscheme accounts. Effective and efficient management of Cashiers Office including petty cash. Follow up on outstanding accounts and attend to account queries.
<b><u>ENQUIRIES</u></b>	:	Ms LB Venter Tel No: (044) 805-4609
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/339</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> Overberg District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Hermanus CDC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration/ admissions at a hospital or clinic environment. Inherent requirements of the job: A valid (code B/EB/C1) driver's license. Perform overtime when and as required. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Good communication skills (written and verbal) with internal and external clients. Numerical skills and the ability to maintain confidentiality. Knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently. Good interpersonal skills. Knowledge and practical experience of PHCIS, Tier.Net and booking system.
<b><u>DUTIES</u></b>	:	Render patient administration support services. Administrative functions to support the line function in the department. Effectively utilize resources. Effective Human Resource Management and Development Plan. Support to the management, supervisor and colleagues Assess patients according to the means test when admitting patients, update patients.
<b><u>ENQUIRIES</u></b>	:	Mr DJ Smith Tel No: (028) 313-5758
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/340</u></b>	:	<b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Empilisweni Clinic (Based in De Doorns)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Office Administration, Information Management, Integrated Stationary. Inherent requirements of the job: Must be prepared to work 8-hours (i.e. Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook and Power Point). The ability to accept accountability and responsibility with good interpersonal skills. Knowledge and experience in departmental systems (PHCIS, Sinjani, Ideal Facility, IPWIS) Excellent communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Responsible for data management and quality monitoring (i.e. collation, verification and validation and reporting of data). Managed efficient patient administration processes, including registration, data entry, and records management. Utilized Excel tools such as pivot tables to analyse data and produce detailed monthly reports. Support the Operational Manager with the Ideal Clinic Realization and Maintenance. General office administration and assistance where required in any PHC facility in the BVSD. Complete admin tasks that is in line with the administrative KRA's.
<b><u>ENQUIRIES</u></b>	:	Mr MB Makhallima Tel No: (023) 814-2212
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/341</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Hanover Park CHC (X1 Post) Gugulethu CHC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years recognisable nursing experience as an enrolled nurse after registration with the SANC. <b>Grade 3:</b> A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SAND. Inherent requirements of the job: Willingness to work night duty, weekends and public holidays as well as overtime. Competencies (knowledge/ skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Willingness to rotate between departments. Good communication skills. Basic Computer Literacy. Self-discipline.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms S Patel-Abrahams Tel No: (021) 370-5000
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment.

Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Staff Nurse within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/342</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital, Saldanha Sub-District (Maternity/Neonatal) (X1 Post) Trauma and OPD (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the Hospital. Competencies (knowledge/skills): Knowledge of the Nursing Act and relevant regulations Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
<b><u>DUTIES</u></b>	:	Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes patient hygiene, nutritional status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self-development. Assist with effective record keeping.
<b><u>ENQUIRIES</u></b>	:	Ms S Van Wyk Tel No: (022) 709-5079
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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". The pool of candidates will be considered for other similar vacant posts within the Saldanha Sub-District, for a period of three months from date of advert.

<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/343</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	:	Knysna Hospital, Knysna/Bitou Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of

	20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to rotate between the different wards in the hospital when needed.
<b><u>DUTIES</u></b>	: Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<b><u>ENQUIRIES</u></b>	: Ms CG Wagener Tel No: (044) 302-8400
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 23 June 2025
<b><u>POST 19/344</u></b>	: <b><u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	: Heldeberg Hospital, Khayelitsha/Eastern Sub-structure
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/ recognizable experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years' appropriate/ recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Willingness to work overtime when necessary and to work all departments at Heldeberg Hospital. Competencies (knowledge/ skills): Good communication skills (written and verbal). Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to work in a stressful environment.
<b><u>DUTIES</u></b>	: Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilization of resources.
<b><u>ENQUIRIES</u></b>	: Ms T Khumalo Tel No: (021) 850-4752
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Nursing Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 23 June 2025



<b><u>POST 19/345</u></b>	:	<b><u>STERILISATION OPERATOR PRODUCTION (HOSPITAL CSSD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterile Supply Department setting in a hospital environment. Inherent requirements of the job: Basic literacy, both written and verbally. Willingness to work shifts (day and night duty), including weekends and public holidays. Physically fit to lift heavy objects, push heavy trolleys, bend down, and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills. Ability to work in a co-operative way within a team context.
<b><u>DUTIES</u></b>	:	Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilisation of instruments, linen, and supplies. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves and maintain equipment in an optimum working condition. Cost effective utilisation of resources, monitor, control, maintain adequate stock levels and report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.
<b><u>ENQUIRIES</u></b>	:	Ms E Linden-Mars Tel No: (021) 918-1224
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a practical/ written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>POST 19/346</u></b>	:	<b><u>FOOD SERVICE AID (X2 POSTS)</u></b> Chief Directorate: Rural Health Services (6 Month Contract)
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<b><u>DUTIES</u></b>	:	Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
<b><u>ENQUIRIES</u></b>	:	Ms M Greyling Tel No: (044) 802-4423
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	23 June 2025

<b><u>POST 19/347</u></b>	:	<b><u>SESSIONAL MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) (6 HOURS PER WEEK)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Hours will be performed according to the department's needs, and will include after-hours, nights, weekends and public holidays on a shift work basis. Competencies (knowledge/skills): Appropriate experience working as a Medical Practitioner in an Emergency Centre. Current certification in one or more of the following: Basic Life Support (BLS); Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS) and/or Advanced Paediatric Life Support (APLS / PALS). Computer literacy.
<b><u>DUTIES</u></b>	:	The Initial Assessment, Stabilisation, Resuscitation, Assessment and investigation of patients presenting to the Emergency Centres. These include Adult and Paediatric cases and include Trauma, Medical, Surgical, Orthopaedic, Psychiatric, and Gynaecological Conditions. Cases are seen, stabilised, managed and then either admitted under inpatient clinical teams or discharged. Shift Leaders are responsible for oversight of junior staff, and management of patient load against available resources.
<b><u>ENQUIRIES</u></b>	:	Dr R Dickerson Tel No: (021) 402- 6911
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>CLOSING DATE</u></b>	:	23 June 2025
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the 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. The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 June 2025