



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 22 OF 2025
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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF EDUCATION:
Please note that the below posts which were advertised in DPSA Circular 21 of 2025 are amended Senior Administrative Officer: Printing, Packaging and Distributing REF NO: REFS/022765 in the Examination Management Directorate, Centre Head Office should have been advertised as (X2 posts). The post of Senior Admin Officer in the Sub-Directorate: Finance and Administration, Centre Gauteng West District REF NO: REFS/022807 should have been advertised as (X2 posts) The post of Senior Administrative Officer: Examination Material and Script Archival REF NO: REFS/022766 in the Directorate: Examination Management, Centre Head Office should have been advertised as (X3 posts). The post of Senior Administrative Officer: Marking, Administration Process Ref NO: REFS/022767 in the Directorate: Examination Management, Centre Head Office should have been advertised as X5 posts. The post of Chief Admin Clerk in the Sub-Directorate: Finance & Administration, Section: Provisioning & Administration for Institutions, Centre Gauteng West District REF NO: REFS/022863 is withdrawn.

LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the post of Director: under the Directorate: Limpopo Youth Development with reference number OTP: 03 / 25 / 02 was

advertised in Public Service Vacancy Circular 19 of 2025 dated 06 June 2025. The nature of the post has been converted from "Permanent" to "Fixed-term contract of five (05)" years. The closing date is extended to 19th July 2025.

MPUMALANGA: DEPARTMENT OF CULTURE, SPORT AND RECREATION: Kindly note that the following post was advertised in Public Service Vacancy Circular dated 20 June 2025, The Salary Level has been amended as follows (1) Auxiliary Service Officer (Tour Guide): with Ref No: DCSR/21/2025. The correct Salary Level is R228 321 p.a. The closing date has been extended to 18 July 2025.

NATIONAL DEPARTMENTS

INDEX

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	04 - 05
COOPERATIVE GOVERNANCE	B	06 - 07
CORRECTIONAL SERVICE	C	08 - 11
DEFENCE	D	12 - 13
EMPLOYMENT AND LABOUR	E	14 - 20
FORESTRY, FISHERIES AND THE ENVIRONMENTAL	F	21 - 22
HIGHER EDUCATION	G	23 - 53
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	H	54
NATIONAL PROSECUTING AUTHORITY	I	55 - 63
NATIONAL SCHOOL OF GOVERNMENT	J	64 - 72
OFFICE OF THE CHIEF JUSTICE	K	73 - 76
WATER AND SANITATION	L	77 - 79

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	80 - 132
FREE STATE	N	133 - 134
GAUTENG	O	135 - 136
NORTHERN CAPE	P	137 - 143
WESTERN CAPE	Q	144 - 172

DEPARTMENT OF BASIC EDUCATION

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

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>FOR ATTENTION</u>	:	Ms M Mahape/ Ms N Monyela/ Mr M Segowa
<u>CLOSING DATE</u>	:	11 July 2025
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

<u>POST 22/01</u>	:	<u>DIRECTOR (REF NO: DBE/18/2024)</u> Re-Advertisement Branch: Teacher, Education Human Resources, and Institutional Development Chief Directorate: Education Human Resources Management (EHRM) Directorate: Educator Performance Management and Development, and Whole School Evaluation
<u>SALARY</u>	:	R1 216 824. per annum (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; A relevant post-graduate qualification will serve as an advantage; 5 years' relevant experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the Quality Management System (QMS) and the Performance Management System for Office-Based Educators (PMDS); Understanding of Skills Development legislation; Understanding of Policy on Whole School Evaluation(WSE) as well other relevant education policies, legislations, regulations procedures; Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and be willing to travel extensively.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing strategic leadership, management and guidance to schools, Districts and Provincial Education Departments on all matters pertaining to QMS/PMDS, Whole School Evaluation and implementation of the Skills Development legislation; Setting up systems for effective management, monitoring and reporting on QMS, WSE and Skills Development; Work with the National Institute for Curriculum and Professional Development (NICPD) to ensure that needs identified through

QMS/PMDS and WSE are responded to; Liaising and co-operating with provincial education departments, other government departments, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs; Monitoring and evaluating policies and strategies to promote the work of the directorate; Supporting Provinces to ensure that skills development budgets are protected and used for professional development as appropriate; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice; Providing strategic leadership to staff and develop annual plans; Developing strategies to improve and support school and educator performance.

ENQUIRIES

: Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291

APPLICATION

: Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. 0001 or Recruitment@dbe.gov.za.

NOTE

: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The 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 agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Note: People with disabilities are encouraged to apply

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE

: 11 July 2025

NOTE

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The post below is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

OTHER POST**POST 22/02**: **ADMIN OFFICER: VETTING****SALARY**

: R325 101 per annum (Level 07)

CENTRE

: Pretoria

REQUIREMENTS

: A 3-year National Diploma or Degree in Security Risk Management or equivalent qualification at NQF 6/7 as recognized by SAQA. 2 years' experience' in security services. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Reliability. Communication. Teamwork. Planning and Execution. Technical Competencies: Office administration. Minimum Information Security Standards (MISS) report- security services. Occupational Health and Safety Act.

DUTIES

: The successful candidate will perform the following duties: Issuing and receiving Z204 application forms. Capturing Z204 forms on the Security Vetting Database (SVIS). Updating and monitoring vetting database/status. Ensuring delivery or collection of security documents as well as handling enquiries regarding the status of security clearance applications and providing statistics

ENQUIRIES
APPLICATIONS

and progress. Promoting relationships with external stakeholders i.e. SAPS, SSA and appointed credit bureaus.

: Ms M Modise Tel No: 012 395 4707

: Applications must be submitted electronically via email to:
Recruitment02@cogta.gov.za

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services reserves the right not to fill any of these advertised posts.

**APPLICATIONS**

: Send your complete application to:

Eastern Cape Region: The Regional Commissioner Eastern Cape, Recruitment Section, P/Bag X9013, East London or hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 or you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.

Free State And Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.

Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo (012) 307 2079/ Ms TP Ngobeni (012) 305 8589.

Kwa-Zulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 or hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 Or you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.

Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date

CLOSING DATE

: 11 July 2025 at 15h45. Kindly Indicate the Reference Number on the Subject Line for Emailed Applications.

NOTE

: Before you apply, All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are

shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. For re-advertised posts, candidates who previously applied need to re-apply.

OTHER POSTS

<u>POST 22/03</u>	:	<u>MANAGER AGRICULTURAL SERVICES</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Free State and Northern Cape Region Groenpunt (Medium): (Ref: FSNC 2025/06/02)
	:	Limpopo, Mpumalanga and North West Region: Rooigrond (Medium B): (Ref: LMN 2025/06/02)
	:	Western Cape Region: Brandvlei (Ref: WC 2025/06/01) Drakenstein (Ref: WC 2025/06/02)
<u>REQUIREMENTS</u>	:	Recognised degree in Agriculture/national diploma in Agriculture with 3-5 years' experience on a supervisory level. Valid driver's license. Computer literate. Competencies And Attributes: Sound knowledge of agricultural planning, operations and production processes. Knowledge of agricultural administration, information management, project and programme management. Good financial management, communication, transformation management, change management, stakeholder management, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment, team leadership, policy interpretation, facilitation skills, presentation skills, mentoring and coaching. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of agricultural and other relevant legislations, policies and procedures. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Responsibilities: Implementation of self-sufficiency and sustainability regarding agricultural production. Quality assessment of agricultural services. Implementation of agricultural policy, procedure manual and agricultural services standards in the management area. Determine and manage the cost benefit analysis of agricultural services. Adherence to applicable legislations. Manage plant and animal production, agricultural labour, environment, agricultural machinery, equipment and occupational health and safety. Management of finances, human resources, farm, and assets. Maintain and oversee agricultural administration. Management of performance information. Liaise with stakeholders.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 22/04</u>	:	<u>SENIOR AGRICULTURAL TECHNICIAN</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape Region: Goedemoed (Medium A): (Piggery) (Ref: FSNC 2025/06/03)
	:	Goedemoed (Medium A): (Dairy Production) (Ref: FSNC 2025/06/04)
	:	Gauteng Region: Baviaanspoort: (Piggery) (Ref: GP 2025/06/01)
	:	Zonderwater: (Broiler) (Ref: GP 2025/06/02)
	:	Limpopo, Mpumalanga and North West Region: Barberton (Medium B): (Dairy Production) (Ref: LMN 2025/06/03)
	:	KwaZulu Natal Region Ncome: (Beef Production) (Ref: KZN 2025/06/01)
	:	Ncome: (Piggery) (Ref: KZN 2025/06/02)

	Waterval Med A: (Piggery) (Ref: KZN 2025/06/03)
	Western Cape Region: Brandvlei (Medium): (Dairy Production) (Ref: WC 2025/06/03)
	Voorberg (Medium A) (Dairy Production): (Ref: WC 2025/06/04)
<u>REQUIREMENTS</u>	: Recognized degree in Agriculture/national diploma in Agriculture with 3-5 years' experience at production level. Valid driver's license. Computer literate. Competencies and attributes: Sound knowledge of animal production processes, agricultural planning, operations and production processes. Knowledge of agricultural administration, information management, project and programme management. Good financial management, communication, transformation management, change management, stakeholder management, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment, team leadership, policy interpretation, facilitation skills, presentation skills, mentoring and coaching. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of agricultural and other relevant legislations, policies and procedures. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	: Responsibilities: Maintain agricultural service standards in animal production. Ensure effective agricultural administration for animal production. Adherence with applicable legislations, agricultural policy and policy procedures. Implementation of the self-sufficiency and sustainability framework with regards to animal production. Manage agricultural labour, environment, agricultural machinery, equipment and occupational health and safety. Quality assessment of agricultural services. Management of human resources, finances, and assets. Management of performance information.
<u>ENQUIRIES</u>	: Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283 Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034 KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 22/05</u>	: <u>SENIOR AGRICULTURAL TECHNICIAN</u>
<u>SALARY CENTRE</u>	: R397 116 per annum : KwaZulu Natal Region: Glencoe: (Plant Production) (Agronomy) (Ref: KZN 2025/06/04) Waterval Med A: (Plant Production) (Vegetables) (Ref: KZN 2025/06/05) Western Cape Region: Southern Cape (George) (Plant Production) (Vegetables) (Ref: WC 2025/06/05) Voorberg (Medium A) (Plant Production) (Vegetables) (Ref: WC 2025/06/06) Limpopo, Mpumalanga and North West Thohoyandou (Medium A) (Plant Production) (Vegetables): (Ref: LMN 2025/06/04) Free State and Northern Cape Grootvlei (Medium B) (Plant Production) (Agronomy) (Ref: FSNC 2025/06/05)
<u>REQUIREMENTS</u>	: Recognized degree in Agriculture/national diploma in Agriculture with 3-5 years' experience at production level. Valid driver's license. Computer literate. Competencies And Attributes: Sound knowledge of plant production processes, agricultural planning, operations and production processes. Knowledge of agricultural administration, information management, project and programme management. Good financial management, communication, transformation management, change management, stakeholder management, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment, team leadership, policy interpretation, facilitation skills, presentation skills, mentoring and coaching. In depth understanding of safety and security in a correctional environment and the use of relevant security technology. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of agricultural and other relevant legislations, policies and procedures. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	: Responsibilities: Maintain agricultural service standards in plant production. Ensure effective agricultural administration for plant production. Adherence with applicable legislations, agricultural policy and policy procedures. Implementation of self-sufficiency and sustainability with regards to agriculture production. Manage agricultural labour, environment, agricultural machinery,

	equipment and occupational health and safety. Quality assessment of agricultural services. Management of human resources, finances, and assets. Management of performance information.
<u>ENQUIRIES</u>	: KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034 Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 22/06</u>	: <u>DRIVER/ MESSENGER</u>
<u>SALARY CENTRE</u>	: R193 359 per annum : National Head Office: Office of the CDC Human Resource Management and Development (Ref: HO 2025/06/02) Office of the CDC Financial Management Services (CFO) (Ref: HO 2025/06/03) Office of the CDC Institutional Development Management and Support (Ref: HO 2025/06/04) Office of the CDC Remand Detention (Ref: HO 2025/06/05)
<u>REQUIREMENTS</u>	: Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Knowledge of the cities in which the functions will be performed. Valid driver's licence. Competencies And Attributes: Knowledge of the procedures to operate a motor vehicle. Knowledge on how to obtain trip authorities, completion of logbooks, obtaining consumables (e.g. petrol) and basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilization of a motor vehicle e.g. how and for what purposes can the motor vehicle be utilized and what are the requirements for the safe storage of the vehicle. Knowledge of the procedures to follow to ensure that the motor vehicle is properly maintained. Plan and organize. Punctuality. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of government regulations relating to transport.
<u>DUTIES</u>	: Responsibilities: Drive light and medium motor vehicles to transport the Chief Deputy Commissioner and deliver items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the office of the Chief Deputy Commissioner. Collect and deliver documents from the post office. Distribute documents in and outside of the department. Keep accurate record of all official trips. Manage assets.
<u>ENQUIRIES</u>	: Mr Y Naidoo Tel No: 012 307 2079/ Ms N Khumalo 012 305 8589
<u>NOTE</u>	: Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 11 July 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 22/07** : **PERSONNEL OFFICIAL: SUPERVISOR: REF NO: DI/13/22/25**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum(Level 7)
: Defence Intelligence Division, Pretoria.
: A Minimum of Grade 12 (NQF Level 4) or equivalent with three to five (3 – 5) years' experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (skills needed): Knowledge and understanding of Public Service Act Personnel (PSAP) Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to Public Service Act Personnel (PSAP) appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : The successful candidate will be responsible to perform the following duties: Recruitment and selection, appointments, Probation reports. Inter departmental transfer, verification of qualifications of Public Servants Act Personnel (PSAP). Formulate career plans for Defence Intelligence (DI) Public Servants Act Personnel (PSAP) in collaboration with the line function. Capturing Performance Management Development System (PMDS). Implement conditions of service and service benefits. Capture HR transaction on PERSOL system. Handle termination of service administration. Prepare reports on human resource administration issues and statistics.
- ENQUIRIES APPLICATIONS** : Ms R.J. Moeketsi, Tel: 012 315-0586
: Department of Defence, Defence intelligence Division Private Bag X367, Pretoria, 0001. (For hand delivery: Liberty Building 278 Madiba Street, Pretoria Central or email to: psap.recruitment@di.mil.za
- POST 22/08** : **ADMINISTRATIVE CLERK: PRODUCTION: REF NO: IAD/23/22/25/01**

<u>SALARY CENTRE</u>	:	R228 321 - R268 950 per annum(Level 5)
	:	Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent. Administrative experience will be an added 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. Ability to work in a team and independently.
<u>DUTIES</u>	:	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 Directorate. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A. Rocher, Tel no: 012 649 - 1065 or Ms S. Nkosi, Tel no: 012 649 - 1051
	:	Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion emailed to adrirocher6@gmail.com
<u>POST 22/09</u>	:	<u>SENIOR DRIVER OPERATOR: REF NO: IAD/23/22/25/02</u>
<u>SALARY CENTRE</u>	:	R193 359 – R227 766 per annum (Level 4)
	:	Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 10 (NQF Level 2) or equivalent. A valid driver's license with a minimum of two to three (2-3) years' experience as a Messenger/Driver. Military Driver's license and Public Driver's Permit (PDP) will be an added advantage. Special requirements (Skills needed): Advance driving skills will be an advantage. Knowledge of routine vehicle maintenance, inspections for defects. Knowledge of the procedure to operate military motor vehicles e.g. procedures to obtain trip authorities, complete the logbooks of the vehicles, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicles e.g. how and for what purpose can the vehicles be utilised, what is the requirements for the storage of the vehicles. Knowledge of the procedures to ensure that the vehicles are maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies.
<u>DUTIES</u>	:	A successful candidate will be responsible to perform the following functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicles and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department, Copy and fax documents and assist in the Chief Audit Executive Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A. Rocher, Tel no: 012 649 - 1065 or Ms S. Nkosi, Tel no: 012 649 - 1051
	:	Internal Audit Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Internal Audit Division, Eco Glades 1, 70 Ribbon Grass Rd, Eco Park, Centurion or emailed to adrirocher6@gmail.com .

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	11 July 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used Soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity, affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 22/10</u>	:	<u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR 4/4/6/16</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office, Limpopo
<u>REQUIREMENTS</u>	:	Three (3) relevant tertiary qualification at NQF6 in Social Science (Psychology; Public/Business Administration). A valid Driver' license. Two (2) years Management experience. Two (2) years functional experience in Public Employment/Public Administration/Management Services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge Management. Skills: Planning and Organizing, Communication,

		Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information management.
<u>DUTIES</u>	:	Provide operational and technical support to Labour Centres for the delivery of effective work-seeker registration services. (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. (Daily). Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. (Daily). Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit. (Daily)
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. SM Lebogo Tel 015 290 1662
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Jobs-LP@labour.gov.za .
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 22/11</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/5/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Provincial Office: Kwazulu-Natal
	:	Three (3) years relevant tertiary qualification (NQF6) in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years functional experience in Risk Management / Internal Audit. Two (2) years supervisory experience. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Reports on Corporate Governance, Treasury Regulations, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures, Public Finance Management Act, Public Service Act, Protected Disclosure Act, All Labour legislations (UIA/COIDA/BCEA/LR/EEA etc) Skills: Planning Organizing, Time Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Strategic Management, Financial Management, Facilitation, Interviewing, People Management, Interpersonal, Creative, innovative thinker, Team player, Client focused, Discipline.
<u>DUTIES</u>	:	Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the department. Manage the resources within the Risk Management unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mangcotywa Tel: (031) 366 2186
	:	Deputy Director: Risk Management, Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 22/12</u>	:	<u>SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/5/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Provincial Office: Kwazulu-Natal
	:	Three (3) years relevant tertiary qualification (NQF6) in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, 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, Team player, Innovative, Dedicated, Supportive, Assertive.
<u>DUTIES</u>	:	Implement best practice methods on Risk Management and conduct/review Risk Assessment/Risk Monitoring and research on possible improvements on internal control in the Province. Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise sources in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mangcotywa Tel: (031) 366 2186
	:	Deputy Director: Risk Management, Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

<u>POST 22/13</u>	:	<u>FIELD ICT TECHNICIAN (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum Provincial Office: KwaZulu-Natal-Reference No: HR4/4/5/51(X1 Post) Provincial Office: Mpumalanga-Reference No: HR 4/4/7/50 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Information Systems. A valid code 8 driver's license will be an added advantage. Two (2) years functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End-user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Process, Departmental Policies and procedures, Batho Pele Principles, MISS Policy (DPSA), GCIS. Skills: Communication, Computer literacy, Time Management, Analytical thinking, Process improvement, Leadership, Good interpersonal relation, Listening, Innovative, Client focused/centric, Sense of responsibility, Organisational goal driven, Attention to detail.
<u>DUTIES</u>	:	Provide end-user support within the Department of Labour. Provide desktop and printer support. Provide call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.
<u>ENQUIRIES</u>	:	Mr M Mwelase Tel: (031) 366 2316 Ms N Mashibini Tel: (013) 655 8700
<u>APPLICATIONS</u>	:	Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN14@Labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-ICT@LABOUR.gov.za For Attention: Sub-directorate: Human Resources Operations, Mpumalanga
<u>POST 22/14</u>	:	<u>CLIENT SERVICE OFFICER: QUALITY ASSURER (X59 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Labour Centre: Lephalale Ref No: HR4/4/6/17 (X4 Posts) Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/18 (X3 Posts) Labour Centre: Modimolle Ref No: HR4/4/6/19 (X4 Posts) Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/20 (X3 Posts) Labour Centre: Tzaneen Ref No: HR4/4/6/21 (X3 Posts) Labour Centre: Groblersdal (Ref No: HR4/4/6/22) (X4 Posts) Labour Centre: Giyani Ref No: HR4/4/6/23 (X4 Posts) Labour Centre: Jane Furse Ref No: HR4/4/6/24 (X3 Posts) Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/25 (X3 Posts) Labour Centre: Lebowakgomo Ref No: HR4/4/6/26 (X4 Posts) Labour Centre: Makhado Ref No: HR4/4/6/27 (X2 Posts) Labour Centre: Musina Satellite Office Ref No: HR4/4/6/28 (X3 Posts) Labour Centre: Mokopane Ref No: HR4/4/6/29 (X3 Posts) Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/30 (X3 Posts) Labour Centre: Phalaborwa Ref No: HR4/4/6/31 (X1 Post) Labour Centre: Hoedspruit Ref No: HR4/4/6/32 (X3 Posts) Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/33 (X3 Posts) Labour Centre: Seshego Ref No: HR4/4/6/34 (X3 Posts) Labour Centre: Malamule Satellite Office Ref No: HR4/4/6/35 (X3 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIFJobs-LEP@labour.gov.za Lephalale and Thabazimbi UIFJobs-MOD@labour.gov.za Modimolle and Warmbath

		UIFJobs-TZN@labour.gov.za Tzaneen UIFJobs-GLD@labour.gov.za Groblersdal UIFJobs-GIY@labour.gov.za Giyani UIFJobs-JF@labour.gov.za Jane Furse and Burgersfort UIFJobs-LEB@labour.gov.za Lebowakgomo UIFJobs-MAKH@labour.gov.za Makhado and Musina UIFJobs-MOK@labour.gov.za Mokopane and Mookgopong UIFJobs-PHAL@labour.gov.za Phalaborwa and Hoedspruit UIFJobs-PLK@labour.gov.za Mankweng UIFJobs-SESH@labour.gov.za Seshego UIFJobs-THO@labour.gov.za for Malamulela
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 22/15</u>	:	<u>UIF CLAIMS OFFICER: PAYMASTER (X37 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Jane Furse Ref No: HR4/4/6/36 (X1 Post)
	:	Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/37 (X2 Posts)
	:	Labour Centre: Lebowakgomo Ref No: HR4/4/6/38 (X2 Posts)
	:	Labour Centre: Lephalale Ref No: HR4/4/6/39 (X2 posts)
	:	Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/40 (X2 Posts)
	:	Labour Centre: Makhado Ref No: HR4/4/6/41 (X2 Posts)
	:	Labour Centre: Musina Satellite Office Ref No: HR4/4/6/42 (X2 Posts)
	:	Labour Centre: Modimolle Ref No: HR4/4/6/43 (X2 Posts)
	:	Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/44 (X2 Posts)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/45 (X2 Posts)
	:	Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/46 (X2 Posts)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/47 (X2 Posts)
	:	Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/48 (X2 Posts)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/49 (X1 Post)
	:	Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/50 (X2 Posts)
	:	Labour Centre: Groblersdal Ref No: HR4/4/6/51 (X2 Posts)
	:	Labour Centre: Giyani Ref No: HR4/4/6/52 (X2 Posts)
	:	Labour Centre: Seshego Ref No: HR4/4/6/53 (X1 Post)
	:	Labour Centre: Thohoyandou Ref No: HR4/4/6/54 (X2 Posts)
	:	Labour Centre: Malamulela Ref No: HR4/4/6/55 (X2 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. KNOWLEDGE: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines
	:	SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ml Makgobola Tel 015 290 1723
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane
	:	UIFJobs-JF@labour.gov.za Jane Furse and Burgersfort
	:	UIFJobs-LEB@labour.gov.za Lebowakgomo
	:	UIFJobs-LEP@labour.gov.za Lephalale and Thabazimbi
	:	UIFJobs-MAKH@labour.gov.za Makhado and Musina
	:	UIFJobs-MOD@labour.gov.za Modimolle and Warmbath
	:	UIFJobs-MOK@labour.gov.za Mokopane and Mookgopong
	:	UIFJobs-PHAL@labour.gov.za Phalaborwa and Hoedspruit
	:	UIFJobs-PLK@labour.gov.za Polokwane and Mankweng
	:	UIFJobs-GLD@labour.gov.za Groblersdal
	:	UIFJobs-GIY@labour.gov.za Giyani
	:	UIFJobs-SESH@labour.gov.za Seshego
	:	UIFJobs-THO@labour.gov.za for Thohoyandou.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 22/16</u>	:	<u>UIF CLAIMS OFFICER: EMPLOYER SERVICES (X45 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Giyani Ref No: HR4/4/6/56 (X3 Posts)
	:	Labour Centre: Jane Furse REF No: HR4/4/6/57 (X3 Posts)
	:	Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/58 (X2 Posts)
	:	Labour Centre: Lebowakgomo Ref No: HR4/4/6/59 (X3 Posts)

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

FOR ATTENTION

POST 22/17

SALARY

REQUIREMENTS

Labour Centre: Lephalale Ref No: HR4/4/6/60 (X3 Posts)
Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/61 (X2 Posts)
Labour Centre: Makhado Ref No: HR4/4/6/62 (X2 Posts)
Labour Centre: Musina Satellite Office Ref No: HR4/4/6/63 (X2 Posts)
Labour Centre: Modimolle Ref No: HR4/4/6/64 (X3 Posts)
Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/65 (X2 Posts)
Labour Centre: Mokopane Ref No: HR4/4/6/66 (X2 Posts)
Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/67 (X2 Posts)
Labour Centre: Phalaborwa Ref No: HR4/4/6/68 (X3 Posts)
Labour Centre: Hoedspruit Satellite Ref No: HR4/4/6/69 (X1 Post)
Labour Centre: Seshego Ref No: HR4/4/6/70 (X2 Posts)
Labour Centre: Thohoyandou Ref No: HR4/4/6/71 (X3 Posts)
Labour Centre: Tzaneen Ref No: HR4/4/6/72 (X3 Posts)
Labour Centre: Groblersdal Ref No: HR4/4/6/73 (X2 Posts)
Labour Centre: Mankweng Ref No: HR4/4/6/74 (X2 Posts)
Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines
SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
Ms. SM Lebogo Tel 015 290 1662
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane Or
UIFJobs-GIY@labour.gov.za for Giyani
UIFJobs-JF@labour.gov.za for Jane Furse and Burgersfort
UIFJobs-LEB@labour.gov.za for Lebowakgomo
UIFJobs-LEP@labour.gov.za for Lephalale and Thabazimbi
UIFJobs-MAKH@labour.gov.za for Makhado and Musina
UIFJobs-MOD@labour.gov.za for Modimolle and Warmbath
UIFJobs-MOK@labour.gov.za for Mokopane and Mookgopong
UIFJobs-PHAL@labour.gov.za for Phalaborwa and Hoedspruit
UIFJobs-SESH@labour.gov.za for Seshego
UIFJobs-THO@labour.gov.za for Thohoyandou
UIFJobs-TZN@labour.gov.za for Tzaneen
UIFJobs-GLD@labour.gov.za for Groblersdal and
UIFJobs-PLK@labour.gov.za for Polokwane
Sub-directorate: Human Resources Management, Polokwane
UI CLAIMS OFFICER: ASSESSMENT (X42 POSTS)
R269 499 per annum
Labour Centre: Giyani Ref No: HR4/4/6/75 (X2 Posts)
Labour Centre: Jane Furse Ref No: HR4/4/6/76 (X2 Posts)
Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/77 (X2 Posts)
Labour Centre: Lebowakgomo Ref No: HR4/4/6/78 (X2 Posts)
Labour Centre: Lephalale Ref No: HR4/4/6/79 (X2 Posts)
Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/80 (X2 Posts)
Labour Centre: Makhado (Ref No: HR4/4/6/81 (X2 Posts)
Labour Centre: Musina Satellite Office Ref No: HR4/4/6/82) (X2 posts)
Labour Centre: Modimolle Ref No: HR4/4/6/83 (X3 Posts)
Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/84) (X2 posts)
Labour Centre: Mokopane Ref No: HR4/4/6/85 (X3 Posts)
Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/86 (X2 Posts)
Labour Centre: Phalaborwa Ref No: HR4/4/6/87 (X3 Posts)
Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/88) (X1 posts)
Labour Centre: Seshego Ref No: HR4/4/6/89 (X2 Posts)
Labour Centre: Malamulela Satellite Office Ref No: HR4/4/6/90 (X4 Posts)
Labour Centre: Tzaneen Ref No: HR4/4/6/91 (X2 Posts)
Labour Centre: Groblersdal Ref No: HR4/4/6/92 (X2 Posts)
Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/93) (X2 posts)
Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values,

		Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or UIFJobs-GIY@labour.gov.za for Giyani, UIFJobs-JF@labour.gov.za for Jane Furse and Burgersfort UIFJobs-LEB@labour.gov.za for Lebowakgomo UIFJobs-LEP@labour.gov.za for Lephalale and Thabazimbi UIFJobs-MAKH@labour.gov.za for Makhado and Musina UIFJobs-MOD@labour.gov.za for Modimolle and Warmbath UIFJobs-MOK@labour.gov.za for Mokopane and Mookgopong UIFJobs-PHAL@labour.gov.za for Phalaborwa and Hoedspruit UIFJobs-SESH@labour.gov.za for Seshego UIFJobs-THO@labour.gov.za for Malamulela UIFJobs-TZN@labour.gov.za for Tzaneen UIFJobs-GLD@labour.gov.za for Groblersdal and UIFJobs-PLK@labour.gov.za for Mankweng.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 22/18</u>	:	<u>UIF CLIENT SERVICE OFFICER (X28 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Giyani Ref No: HR4/4/6/94 (X2 Posts) Labour Centre: Jane Furse Ref No: HR4/4/6/95 (X1 Post) Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/96 (X3 Posts) Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/97 (X3 Posts) Labour Centre: Musina Satellite Office Ref No: HR4/4/6/98 (X3 Posts) Labour Centre: Modimolle Ref No: HR4/4/6/99 (X1 Post) Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/100 (X1 Posts) Labour Centre: Mokopane Ref No: HR4/4/6/101 (X3 Posts) Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/102 (X2 Posts) Labour Centre: Seshego Ref No: HR4/4/6/103 (X2 Posts) Labour Centre: Malamulela Satellite Office Ref No: HR4/4/6/104 (X2 Posts) Labour Centre: Groblersdal Ref No: HR4/4/6/105 (X3 Posts) Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/106 (X1 Post) Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/107 (X1 posts)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr. MI Makgobola Tel 015 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or UIFJobs-GIY@labour.gov.za for Giyani UIFJobs-JF@labour.gov.za for Jane Furse and Burgersfort UIFJobs-LEP@labour.gov.za for Thabazimbi UIFJobs-MAKH@labour.gov.za for Musina UIFJobs-MOD@labour.gov.za for Modimolle and Warmbath UIFJobs-MOK@labour.gov.za for Mokopane and Mookgopong UIFJobs-SESH@labour.gov.za for Seshego UIFJobs-THO@labour.gov.za for Malamulela UIFJobs-GLD@labour.gov.za for Groblersdal UIFJobs-PHAL@labour.gov.za for Hoedspruit UIFJobs-PLK@labour.gov.za for Mankweng
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.

<u>POST 22/19</u>	:	<u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Giyani Ref No: HR4/4/6/108 (X1 Post)
	:	Labour Centre: Lephalale Ref No: HR4/4/6/109 (X1 Post)
	:	Labour Centre: Makhado Ref No: HR4/4/6/110 (X1 Post)
	:	Labour Centre: Modimolle Ref No: HR4/4/6/111 (X1 Post)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/112 (X1 Post)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/113 (X1 Post)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/114 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required (Daily).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TE Maluleke Tel 015 290 1768
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane Or
	:	Job-GYN@labour.gov.za for Giyani
	:	Job-LEPH@labour.gov.za for Lephalale
	:	Job-MAKH@labour.gov.za for Makhado
	:	Job-MOD@labour.gov.za for Modimolle
	:	Job-MKP@labour.gov.za for Mokopane
	:	Job-PHAL@labour.gov.za for Phalaborwa and
	:	Job-PLK@labour.gov.za for Polokwane
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 22/20</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Lephalale Ref No: HR4/4/6/115 (X1 Post)
	:	Labour Centre: Mokopane Ref No: HR4/4/6/116 (X1 Post)
	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/117 (X1 Post)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/118 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. KNOWLEDGE: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MI Makgobola Tel 015 290 1723
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
	:	Or hand deliver at 42a Schoeman Street, Polokwane Or
	:	Job-LEPH@labour.gov.za for Lephalale
	:	Job-MKP@labour.gov.za for Mokopane
	:	Job-PHAL@labour.gov.za for Phalaborwa
	:	Job-PLK@labour.gov.za for Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 14 July 2025
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 22/21** : **STATE VETERINARIAN: AQUATIC ORGANISMS (REF NO FIM05/2025)**
- SALARY** : R896 436 per annum (all-inclusive remuneration package)
- CENTRE** : Cape Town (Marine Research Aquarium, Sea Point)
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Veterinary Science or relevant qualification as recognised by the South African Veterinary Council. A minimum of three (3) years' relevant experience in veterinary services and compulsory registration with the South African Veterinary Council. Knowledge and understanding of Aquatic Animal Health, aquaculture and production systems and related disease management protocols. Knowledge of the South African Veterinary Council (SAVC) and its requirements as well as the World Organisation for Animal Health (WOAH). Proven project planning and management principles. Sound organizing, planning and excellent communication skills. Ability to gather and analyse information.
- DUTIES** : Manage veterinary import and export control for aquatic organisms. Conduct biosecurity audit of all registered production farms. Conduct stock inspections of all registered grow-out aquaculture farms with necessary sampling, evaluation and sample storage for each stock inspection. Provide veterinary import control support for the Department. Provide support and contribute to current aquatic animal health research activities. Provide veterinary support for

the Departmental Aquaculture Facilities Biosecurity Programme as the Biosecurity Coordinator and attending veterinarian for the facilities. Convene Aquatic Animal Ethics Committee (AAEC) meetings. Screening of aquaculture research proposals prior to submission to the AAEC. Conduct annual revision of the AAEC Standard Operating Procedures. Manage and support the development, implementation and review of aquatic animal health legislation, policies, guidelines and programmes. Participate and contribute to the establishment and functioning of the working groups relating to aquatic animal health for aquaculture. Provide technical input during the review of existing programmes, permit conditions and ensure alignment with international standard and domestic legislation as it relates to aquatic animal health. Manage and implement the National Residue Control Programme. Oversee the implementation of the aquatic animal health and bio-security programmes. Provide input into monthly sub-unit report. Develop and maintain databases.

ENQUIRIES

:

Mr. A Njobeni, Tel No. (082) 924 0101

THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

CLOSING DATE

: 18 July 2025

NOTE

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

MANAGEMENT ECHELON**POST 22/22**

: **CHIEF DIRECTOR: INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT (REF NO: DHET01/06/2025)**

Branch: University Education

Chief Directorate: Institutional Governance and Management Support

(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE

: R1 436 022 per annum (All-Inclusive remuneration package) (Level 14)
: Pretoria

REQUIREMENTS

: An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Education/ Public Management or any related qualification. A minimum of five (5) years' relevant experience at the Senior Management level (salary level 13) in Institutional Governance and Management Support environment. This is position requires a dynamic individual with depth knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the leadership of universities, student bodies and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFM), public sector budgeting will be added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To provide governance and management support to Councils, Boards and management structures in public higher education institutions (Universities and higher education colleges), national institutes and relevant public entities;

Developing, implementing and monitoring financial and governance reporting requirements of higher education institutions; Providing governance and management support for the establishment of new institutes as required; Developing institutional and system-wide performance indicators for monitoring and evaluating the financial health, good governance and transformation of the HT system; Developing and implementing capacity building programmes for higher education governance structures including Councils, Boards, Student Representative Councils, and Financial Aid Scheme and National Institutes for Higher Education particularly in relation to their budgets and associated financial reporting. Managing all aspects related to the appointment of independent assessors, administrators, to higher education institutions, institutes and relevant public entities; managing the promulgation of statutes of universities and appointments of Ministerial Appointees to Councils, Board and other governance structures; Providing development support to student leadership structures, and student support services, including registration support and mediation with management as necessary; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Finance Aid Scheme (NSFAS) and other student funding mechanisms; Managing of resources allocated to the Chief Directorate in line with the Senior Management Service in line with the CMC framework.

ENQUIRIES : MS E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/23 : **CHIEF DIRECTOR: POLICY DEVELOPMENT AND RESEARCH (REF NO: DHET02/06/2026)**

Branch: University Education

Chief Directorate: Higher Education Policy Development And Research

SALARY : R1 436 022 per annum (All-Inclusive remuneration package) (Level 14)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Policy Development/ Social Science/ Development Studies/ Public Management or any related qualification. A minimum of five (5) years' work experience with at least five (5) years of relevant experience at the Senior Management level (salary level 13) in policy development and research environment. Extensive experience in research, policy, project planning and management. Excellent knowledge and understanding of the legislative and policy context; regulatory frameworks governing the higher education system in South Africa and broadly internationally are basic requirements. Understanding of the government's requirements in the policy development process with experience in the application of relevant theories, such as the theory of change; grounded theory and others. Demonstratable extensive use of both qualitative and quantitative research methods in the analysis of data. A full appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. Demonstrable experience in the use of monitoring and evaluation tools in the implementation of policies and projects. Knowledge and understanding of local and international trends in higher education and higher education policies. Ability and reputation to build relationships both individually and institutionally. Ability to interact effectively and clearly communicate with stakeholders in Higher Education and beyond. The appointee must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments entities. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting. Analytic; critical; strategic thinking; data is a critical skill required for the post. Understanding the role of each critical stakeholder in higher education is essential. Excellent communication both in writing and verbally including high-level report writing. Demonstrable experience in working with teams and working within short deadlines. A creative and innovative thinker. Ability to work excellently with MS Suites such as Word, Excel and PowerPoint. Writing skill is a crucial requirement and necessity. A willingness to work irregular hours and travel extensively. A valid driver's licence. Must have a pre-entry certificate into SMS within the public service.

DUTIES : To develop review and implementation of policies in various areas of higher education; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output policy on the Evaluation of Creative Outputs and Innovations Produced by Public Higher Education Institutions which require improvements from time-to-time. Both policies lead to the allocation of research subsidies to universities and the compilation of annual analytic sector and individual institutional reports. The incumbent will

		lead a team of professionals in the three Directorates within the Chief Directorate, as well as advice the University Branch, the Deputy Director-General of the branch, the Director-General and the ministry on matters relating to higher education policy and generally on pertinent higher education developments. The incumbent will be responsible for guiding research of and for higher policies and the development of relevant policies.
<u>ENQUIRIES</u>	:	MS E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/24</u>	:	<u>CHIEF DIRECTOR: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING (REF NO: DHET03/06/2026)</u> Branch: University Education Chief Directorate: Higher Education Policy Development and Research
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (All-Inclusive remuneration package) (Level 14) Pretoria An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Public Management/ Financial Management/ Education or any related qualification. A minimum of five (5) years' work experience with at least five (5) years of relevant experience at the Senior Management level (salary level 13) in institutional funding and planning environment. Expertise in the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and higher education management information systems. Knowledge and understanding of the value chain of applications towards registration and admission to the institution would be added advantage. The incumbent must be a strong communicator with the ability to interact with high level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are excellent and proven project management capabilities; strategic thinking, problem solving and financial management skills; proposal and report writing, and computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the post-school Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be added advantage. The incumbent should be able to perform in a team environment and take responsibility for managing new developments in the higher education system. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organisations and entities. Willingness to travel domestically and internationally. A valid drivers licence.
<u>DUTIES</u>	:	To provide strategic leadership and management support to four Directorates to ensure; the growth of quality public higher education provisioning through enrolment planning processes, the management of programme applications and the development and maintenance of institutional PQMs on a national level, and the development of a Ministerial Enrolment Planning Statement; the development of new initiatives within the public higher education system; the development of the Central Application Service (CAS) for the PSET; determining funding allocations to public higher education institutions, and presenting an annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities monitoring the use of infrastructure and efficiency funds in line with the Macro Infrastructure Framework for the public higher education sector; the implementation of the student housing infrastructure programme at universities; requests in terms of section 40 of the Higher Education Act; the maintenance and new developments of the higher education management information system for public institution; providing data support to both internal and external stakeholders of the DHET with a focus on reporting, system and technical requirements; and submissions and verification of HEMIS data to enable funding allocations and cohort studies.
<u>ENQUIRIES</u>	:	MS E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/25</u>	:	<u>CHIEF DIRECTOR: CORPORATE COMMUNICATION (REF NO: DHET04/06/2025)</u> Branch: Corporate Services Chief Directorate: Corporate Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (All-Inclusive remuneration package) (Level 14) Pretoria An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Communication/ Journalism/ Public Relations or any related qualification. Pre-

DUTIES

entry certificate into SMS. A minimum of five (5) years 'relevant work experience at the Senior Management level (salary level 13). Knowledge of Ministerial protocol, communication legislatures, Website related software's, and understanding of stakeholder management, Media operations. Understanding of marketing and research acquired in theory and practice. Planning, policy development and information management. Understanding of government communication system services as an advantage. Good management and financial management skills, conflict management and decision-making skills, time and peoples management skills, good communication skills, presentation and facilitation skills. A valid driver's licence. Must have a pre-entry certificate into SMS within the public service.

To ensure effective management of Strategic Communication, Media, Public Relations and Events support to all branches of the Department to promote collaborative partnerships, branding, public awareness and sustainable, achievable of Department objectives. Oversee the management, development, implementation of strategic communication and media policies. Oversee the management, planning and coordination of the effective flow of relevant information from the Department to external stakeholders and positioning Department of Higher Education and Training through marketing, communicating its policies and institutions programmes. Oversee the management, planning, coordination and management of DHET brand, identity and effective shared communication service including publications, layout and design, production of documents, language editing and proofreading, photographic services to promote Departmental coordination and stakeholder relations. Oversee the management, development and introduction of new systems and forums for Internal Communication between the department and its entities and institutions. Oversee the provision of efficient and effective Departmental Call Centre Services. Oversee the management, development and maintain a relevant, modern library and information resource centre for the Department and ensure compliance with the National Language Policy upon approval. Oversee Media monitoring analysis and research on public perceptions and opinion on the department's programmes, services and facilitate efficient and cost-effective events management and conferences services.

ENQUIRIES

MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/26

DIRECTOR: DEVELOPMENT SUPPORT (REF NO: DHET05/06/2025)

Branch: Office Of the Chief Financial Officer

Directorate: Development Support

SALARY CENTRE REQUIREMENTS

R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
Pretoria

An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial/ project management or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in the public sector for national departments in the oversight of projects, and the development of plans/ business plans for the implementation of projects funded from Official Donors Assistance. Coordination of projects funded by donor or through grants both local or international. Experience in the public sector funding principles, experience in project management, Official Donor Assistance (ODA) programmes. Knowledge of the education and post school education sector, planning managing and oversight of project and programmes. Advanced level of computer literacy (especially Microsoft Word, Excel, Outlook), financial management skills, including proposal and report writing. The ability to work under pressure and to meet deadlines. Good communication, planning, analytical and change management skills. Must have sound interpersonal relations and conflict management skills. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES

Coordinate, support, monitor spending and evaluate conditional grants and donor funded projects at a national level. Oversight on planning, management, and coordination of Official Donor Assistance (ODA) grants, donor-funded programmes/projects and partnerships with local donors. Ensure evaluation of business plans for grants and donor funded projects for approval, manage drawdown requests for funds to be submitted to National Treasury. Solicit and manage secured funds from local and international donors. Ensure the design of the expected database of projects/ programmes funded by donors. Manage the analysis and consolidation of quarterly reports for submission to Portfolio and National Treasury. Coordinate and provide support to the two conditional grants programmes in the Department. Effective management of funding and reporting of the grants and donor-funded programmes and projects. Monitoring and evaluation of projects/programmes reporting on grants (incoming

resources from international and local donors) and donor-funded programmes and projects. Setting up and coordination of structures, processes and systems for new budgetary support programmes funded by donors. Management of audit actions and risk management. Facilitate the development and implementation of projects plans for the post school education sector at a national level. Facilitate the development of grants proposals and secure supporting funds/ resources to address the short, medium and long-term requirements for these priorities. Provide support to project manager's branches in the development of proposals and implementation of projects. Report to the Chief Financial Officer on donor projects and Branch Heads as Programme Managers. Facilitate, solicit and manage donations with local donors and international companies and serve as contact point for partnership. Provide administrative support to grants and other donor funded project committees. Manage human resource in the directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/27 : **DIRECTOR: LOGISTICS MANAGEMENT (REF NO.: DHET06/06/2025)**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain and Asset Management

SALARY : R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Transport/ Logistics/ Supply Chain Management or related qualification. A minimum of Five (5) years' relevant experience at the middle/senior management level in Logistics Management Services environment. Knowledge and understanding of the Higher Education sector, Supply Chain Management processes, LOGIS System and Logistics Management. Strategic capability and leadership skills, People Management and empowerment skills, programme and project management, change management skills and analysing with problem solving skills. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES : To manage logistics and disposal management. Provide and monitor of Logistics and Disposal. Render and manage systems controller (LOGIS). Render and manage orders and transit. Render and manage payment, inventory and warehouses. Manage and control the directorate. Provide guidance and adequate support for development of staff of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorise expenditure. Monitor quality control of work and develop annual performance plan for the directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Monitor, analyse and evaluate the performance of the directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/28 : **DIRECTOR: DEMAND ACQUISITION AND CONTRACT MANAGEMENT (REF NO.: DHET07/06/2025)**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain and Asset Management

SALARY : R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Logistics/ Supply Chain Management or related qualification. A minimum of Five (5) years' relevant experience at the middle/ senior management level in Supply Chain Management Services environment. Knowledge and understanding of the Higher Education sector, Supply Chain Management processes, demand management, acquisition management, contract management and Higher Education policies, processes and procedures. Strategic capability and leadership skills, People Management and empowerment skills, programme and project management, change management skills, service delivery innovation skills, project management skills and analysing with problem solving skills. Must be client service focus, committed with integrity, proactive and loyal. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES : To provide advisory, interpretation service for the SCM with regards to statutory requirements. Drafting contracts and the management of supplier contracts. Provide advice on demand, acquisition and contract management. Render demand management services. Render acquisition and contract services.

		Manage and control the directorate. Provide guidance and adequate support for development of staff of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorise expenditure. Monitor quality control of work and develop annual performance plan for the directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Monitor, analyse and evaluate the performance of the directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/29</u>	:	<u>DIRECTOR: TVET COLLEGES MONITORING AND EVALUATION (REF NO: DHET08/06/2025)</u> Branch: Technical And Vocational Education and Training Chief Directorate: TVET Systems Planning and Institutional Support Directorate: TVET Colleges Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Monitoring and Evaluation, Education and Education Management or related qualification. A minimum of five (5) years' work experience at the middle/ senior management level in interpretation, development and implementation of policies. Experience in developing, managing monitoring and evaluation systems and data. Knowledge and understanding of the Higher Education sector, TVET administration and policies and governance environment of TVET colleges including annual reporting requirement by the Higher Education institutions. Must have strategic capability and leadership with people management and empowerment. Programme and project management skills, change management skills, client orientation skills, excellent verbal and written communication skills and problem-solving skills. Good planning and decision-making skills. Client service focus, integrity, committed, proactive and loyal attributes. Ability to work under pressure and to meet deadlines. Must be in a possession of a valid driver's license and willing to travel and a pre-entry certificate into SMS within the public service. Interviewees will be expected to undergo a practical test and/or make a presentation on the day of the interview.
<u>DUTIES</u>	:	To monitor, evaluate and support effective and efficient delivery by TVET colleges as part of a post-school education and training (PSET) system. Ensure monitoring and evaluation framework and applicable tools are developed and implemented. Monitor and evaluate performance of TVET colleges and provide requisite support. Ensure efficient monitoring and evaluation systems are implemented in public TVET colleges. Put systems in place to conduct whole college evaluations. Manage, support and monitor planning and policies in the TVET sub-system. Manage and coordinate processes of performance and annual reporting. Oversee processes relating to data and information management and reporting by TVET colleges, including verification of TVET college data. Coordinate the implementation of the maturity model for TVET colleges. Monitor student enrolment and registration processes to ensure standardisation and efficiently. Monitor and evaluate of college performance and within the branch as well as reporting thereon. Manage and control the directorate. Provide guidance and adequate support for personal and work related development of the staff of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch. Monitor, analyse and report on the performance of the directorate and its officials. Ensure PMDS processes are followed and conducted. Set budget levels and authorise expenditure. Monitor quality control of work and develop the operational plan for the directorate. Prepare quarterly reports as per annual performance plan and contribute to the compilation of the annual report and strategic plan of the Department and Branch. Monitor planning, organising and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/30</u>	:	<u>DIRECTOR: CET PROGRAMMES, CURRICULUM DEVELOPMENT AND ASSESSMENT (REF NO: DHET09/06/2025)</u> Branch: Community Education and Training Chief Directorate: Education, Training, Development and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/ Education Management/ Public Management. A minimum of five (5) years' relevant experience at the middle/ senior management level in

		teaching and learning, CET/TVET operations environment. This Senior Management position requires a dynamic individual with knowledge of the Community Education and Training landscape, particularly its legislative frameworks, policies and regulations on teaching, learning and assessment. The candidate must have proven curriculum and assessment capabilities. Further requirements are good project management, problem solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Providing strategic leadership for the development and maintenance of a range of responsive education, training and development programmes for CET Colleges. Develop curriculum and assessment policies and guidelines for CET Colleges. Co-ordinate the development of curriculum policy statements, subject guidelines and assessment guidelines for CET. Develop and support the implementation of appropriate qualifications, part-qualifications, skills programmes and non-formal programmes for adults and out-of-school youth in CET Colleges. Managing the delivery of the curriculum and administration of appropriate assessment regimes to support education, training and development. Provide support to CET Colleges to deliver curriculum through appropriate Open-Learning modalities. Developing and monitoring the implementation of national curriculum, assessment, exams and quality assurance policies and legislation. Developing and maintaining a nationally approved catalogue for learning and teaching support materials. Serving as a link between the CET Branch and the NQF structures such as the SAQA, Umalusi, QCTO and the HEQC of the CHE to ensure that CET colleges, where applicable, offer registered/accredited qualifications. Ensuring the establishment of functional academic boards. Manage and control the directorate. Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS. Set budget levels and authorize expenditures. Monitor quality control of work and develop annual performance plan for the Directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/31</u>	:	<u>DIRECTOR: CET CURRICULUM INSTITUTIONAL SUPPORT (REF NO: DHET10/06/2025)</u> Branch: Community Education and Training Component: KwaZulu-Natal Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13) KwaZulu-Natal
	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A minimum of Five (5) years' relevant experience at the middle/ senior management level in Teaching and learning/ Research and Education Sector environment. Knowledge and understanding of National Qualification Framework, SAQA, CET act no 16 of 2006, CET policies, NSF and DORA. Sound knowledge of transformation issues and capacity building processes in education and relevant education legislation and policies. Excellent communication skills, planning and report writing skills, strategic capability and leadership skills, presentation skills, negotiating and conflict resolution skills. Must have integrity, be accountable and committed with proactive and honesty values. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	To implement, promote development, planning, monitoring processes and support in CET Institutions. Provide CET institutions planning support. Provide oversight functions on Governance and Management Area in CET Colleges. To promote the highest standards of teaching and learning within CET colleges. Oversee, support, monitor and verify CET colleges systems and sub-systems in relations to curriculum delivery, examinations and assessment services. Student admission and enrolment management as well as data reporting. Provision of lecture development and student support. To guide and support colleges strategic and business planning processes, CET college transformation and development in line with the CET Act no 16 of 2006 as amended. Conduct research into development and labour market needs to enhance responsiveness of and access to CET programmes. Monitor the maintenance of college infrastructure including the provisioning of quality classrooms and workshops to ensure effective student learning. Ensure the implementation of partnerships and skills development at CET colleges. Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>POST 22/32</u>	:	<u>DIRECTOR: INSTITUTIONAL FUNDING (REF NO: DHET11/06/2025)</u> Branch: University Education Directorate: Institutional Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in a Financial Management/ Public Management/ Education or related qualification. A minimum of Five (5) years relevant experience at a middle/senior management level in Institutional Funding environment. The candidate must have a good understanding of national treasury regulations and frameworks governing the financing of the Higher Education Sector. High level financial and analytical skills, management skills, and strategic thinking and communication skills are a requirement, together with a sound knowledge of the South African higher education sector. Computer literacy and the ability to work with large data sets is a key requirement. Policy development skills and a relevant post graduate qualification would be an added advantage. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Oversee the annual calculation of university budgets and manage the development of the Ministerial statement on university funding. Manage, maintain and review the funding framework and its implementation. Oversee the development of annual state budget and performance reports. Participate in the quarterly Financial Executive Forum of universities. Provide inputs and attend Treasury MTEF/Budget meetings. Manage the analysis financial and audit reports submitted by institutions for different earmarked grants. Monitor and ensure the effective utilisation of various earmarked grants, including the Clinical Training Grant, Veterinary Sciences Grant, Foundation Provisioning Grant, and the Historically Disadvantaged Institutions Development Grant, and manage the development of submissions for the approval of the release of funds. Manage the Department's participation in the Joint Health Sciences Education Committee (JHSEC). Develop and review policies and guidelines for the utilisation of earmarked grants. Other duties include but are not limited to: drafting speeches, briefing notes, and replies to parliamentary and media questions; presentations to different stakeholders; travelling and meetings with universities for various purposes; management of staff members in the Directorate; management of the Directorate budget; and inputs into budgets, the strategic plan and quarterly and annual reports of the Branch.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/33</u>	:	<u>DIRECTOR: HIGHER EDUCATION MANAGEMENT INFORMATION SYSTEMS (REF NO: DHET12/06/2025)</u> Branch: University Education Directorate: Higher Education Management Information Systems (HEMIS)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Information Management/ Data Management or a related qualification. A minimum of five (5) years relevant experience at middle/ senior management level in Data Management/ TVET MIS environment. Knowledge and understanding of policies and regulatory frameworks governing the higher education sector. Advanced experience in interpretation, development, and implementation of policies in the higher education sector. Good knowledge and experience in information management, Data Management/ /Higher Education Information Systems (HEMIS) or any other relevant environment. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Manage, maintain, and review the Higher Education Information Systems (HEMIS); Manage the ongoing development, enhancement, and maintenance of the HEMIS software. Develop specifications of the software developers for enhancements to the system based on policy changes and needs for reporting. Monitor the quality of the software product delivered by the software developers. Quality assures the data submissions received from universities and ensure they conform to the audit guidelines and HEMIS documentation. Analyse the audit reports submitted by institutions as part of their HEMIS submission. Participate in the annual HEMIS Institute; Monitor the quality of

data compiled by the directorate for dissemination; Manage the annual cohort studies; Engage with the staff of the Auditor-General during the annual IT audit HEMIS and on the annual performance plan targets of the Branch. Participate in meetings of the Department, such as but not limited to Data Forum, the Information Standards Committee; Develop and review policies, documentation, and guidelines for the Higher Education Management Information System; Draft speeches, briefing notes and replies to parliamentary and media questions; collating the inputs for Medium Term Strategic Framework inputs for the University Education Branch. Conduct presentations to different stakeholders. Constant engagements with universities on various matters of interest in the sector. Manage and monitor the Directorate budget and the HEMIS project budget expenditure. Prepare quarterly reports as per annual performance plan and ensure the compilation of annual report and strategic plan of the Directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/34 : **DIRECTOR: SECTOR RESEARCH AND SUPPORT (REF NO: DHET13/06/2025)**
Branch: University Education
Directorate: Sector Research and Support

SALARY : R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development /Social Science/ Development Studies /Public Management or related qualification. A minimum of Five (5) years relevant experience at the middle/ senior management level in policy development and/or research environment. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of Higher Education sector. Skills in Strategic capability and leadership, people management and empowerment, Programme and project management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysing, Client orientation, Excellent verbal and written communication. Willingness to travel frequently and work long and irregular hours. Valid driver's license and a pre-entry certificate into SMS within the public service.

DUTIES : Oversee transformation of the higher education sector. Conduct higher education sector research. Manage and control the Directorate i.e. Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorize expenditure. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of the Directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/35 : **DIRECTOR: GOVERNANCE AND SUPPORT (REF NO: DHET14/06/2025)**
Branch: University Education
Directorate: Governance And Support

SALARY : R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree (NQF level 7) in Education/ Public Management or related qualification. A minimum of Five (5) years relevant experience at the middle/ senior management level in Governance Support environment. Experience in higher education environment and in developing regulatory policies and frameworks. Knowledge and understanding of policy and regulatory frameworks governing higher education. Regulatory policies and framework. Understanding of key stakeholders in the higher education sector. Knowledge of King Reports and codes on good governance principles. Knowledge and understanding of the Public Finance Management Act (PFMA). Excellent verbal and written communication. Willingness to travel frequently and work long and irregular hours. Valid driver's license and a pre-entry certificate into SMS within the public service.

DUTIES : Review institutional statutes to ensure compliance with the Higher Education Act. Appoint Ministerial representatives on statutory governance structures. Provide support to governance and statutory structures, including capacity enhancement. Monitor and evaluate governance within higher education. Manage appointment of independent assessors and administrators. Manage and control the Directorate. Provide guidance and adequate support for and

		development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorize expenditure. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of the Directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/36</u>	:	<u>DIRECTOR: MANAGEMENT SUPPORT AND TRANSFERS (REF NO: DHET15/06/2025)</u> Branch: University Education Directorate: Management Support and Transfers
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/ Public Management or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in Management Support and Transfer environment. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of Management Support and Transfers environment. Knowledge and understanding of Higher Education sector, strategic capability and leadership, people management and empowerment, programme and project management, change management etc. Excellent communication both in writing and verbally and good computer skills. Willingness to travel frequently and work long and irregular hours. A valid driver's licence and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Facilitate and monitor compliance with regulations and reporting systems. Monitor the compliance of public higher education institution with the reporting regulations. Analyse annual reports of public higher education institutions and evaluate the financial health of the sector. Monitor and provide management support to public higher education institutions, institutes and public entities. Transfer funds to public higher education institutions, institutes and public entities. Transfer of funding to public higher education institutions, institutes, and public entities. Provide administrative support to public higher education institutions, institutes and public entities to ensure compliance with the Higher Education Act. Manage and control the Directorate. Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorize expenditure. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of the Directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/37</u>	:	<u>DIRECTOR: AFRICA MIDDLE EASTERN PARTNERSHIP (REF NO.: DHET16/06/2025)</u> Branch: Planning Policy and Strategy Directorate: Africa Middle Eastern Partnerships
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in International Relations or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in international relations environment. Knowledge and understanding of the Higher Education sector and international relations legislations, strategies and policies. Programme and project management skills. People management and empowerment. Project management and interpersonal skills. Excellent communication both verbal and written and good computer skills. Must have committed, proactive, loyal and client service focus. Willingness to travel frequently and work long and irregular hours. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Manage African Partnerships. Provide advice and guidance on African Partnership. Strengthen partnership with international agencies and foreign governments. Manage Middle Eastern Partnership. Manage Middle Eastern

Partnerships. Provide advice and guidance on Middle Eastern partnership. Promote the issues of international relations concerning education and training Matter between South Africa and the continued the Middle East. Service all bilateral and multilateral agreements and manage the overall cooperation programmes. Service all bilateral and multilateral agreements and manage the overall cooperation programmes. Develop relevant policies and programmes to achieve the implementation of the international programmes. Manage the outreach partnership with developing countries. Manage and control the Directorate. Provide guidance and adequate support for and development of the staff of the develop relevant policies and programmes to achieve the implementation of the international programmes. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorise. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse and evaluate the performance of the Directorate. Manage the outreach partnership with developing countries. Manage the MTEF budget and monthly cash flow statement and provide strategic leadership to staff. Perform delegated duties and responsibilities under the public Finance Management Act.

<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POSTS 22/38</u>	:	<u>PRINCIPAL (3 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) These posts are based in Technical and Vocational Education and Training (TVET) Colleges Ingwe TVET College (Ref No: DHET17/06/2025) Tshwane South TVET College (Ref No: DHET18/06/2025) Central Johannesburg TVET College (Ref No: 19/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' relevant experience at the middle/ senior management level in college or post-school institutional managerial level. Experience at Deputy Director level at College or Post-School institutional level will be an added advantage. Extensive experience in any or all the following general management spheres; college/ education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Further Education and Training Colleges Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To

establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/39 : **PRINCIPAL (1 POST)**
Branch: Community Education and Training

SALARY CENTRE : R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
: These posts are based in Community Education and Training (CET) Colleges
: Gauteng Cet College (Ref No: DHET20/06/2025)
: Eastern Cape Cet College (Ref No: DHET21/06/2025)

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' relevant experience at the middle/ senior management level in college or post-school institutional managerial level. Experience at Deputy Director level at College or Post-School institutional level will be an added advantage. Extensive experience in any or all the following general management spheres; college/ education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence and a pre-entry certificate into SMS within the public service.

DUTIES : To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Continuing Education and Training Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive academic vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that

translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student and community support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

OTHER POSTS

POST 22/40 : **DEPUTY PRINCIPAL: FINANCE (7 POSTS)**
Branch: Technical And Vocational Education and Training

SALARY CENTRE : R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
: These posts are based on Technical and Vocational Education and Training (TVET) Colleges
Motheo TVET College (Ref No: DHET22/06/2025)
Esayidi TVET College (Ref No: DHET23/06/2025)
Elangeni TVET College (Ref No: DHET24/06/2025)
Ikhala TVET College (Ref No: DHET25/06/2025)
Taletso TVET College (Ref No: DHET26/06/2025)
Gert Sibande TVET College (Ref No: DHET27/06/2025)
West Coast TVET College (Ref No: DHET28/06/2025)

REQUIREMENTS : An appropriate bachelor's degree (NQF Level 7) in Commerce Accounting/ Accounting or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Finance or Budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment. Willingness to travel and be in possession of valid driver's licence.

DUTIES : To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal/ Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the

		college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/41</u>	:	<u>DEPUTY PRINCIPAL: CORPORATE SERVICE (2 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges False Bay TVET College (Ref No: DHET29/06/2025) West Coast TVET College (Ref No: DHET30/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the college. Encourage and builds an organisational climate conducive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organisation and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/42</u>	:	<u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (3 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Ikhala TVET College (Ref No: DHET31/06/2025) Esayidi TVET College (Ref No: DHET32/06/2025) Ekurhuleni West TVET College (Ref No: DHET33/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching/ Human Resource Management/ Commerce Accounting/ Financial Accounting/

		Business Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in education or teaching environment. Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff. Analyse enrolment trends to forecast staffing needs. Develop and implement enrolment strategies aligned with institutional goals. Collaborate with academic department to balance enrolment capacity and resource allocation. Responsible for the management of the student registration at the college. Oversee the design and operation of the registration system. Monitor the registration schedule and address any challenges promptly. Provide training and support to staff involved in the registration process. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the college. Regularly review and update student administration policies to ensure compliance with regulatory requirements. Organise workshops and training sessions to familiarize staff with new or updated policies. Establish feedback mechanism for continual improvement of administrative processes. Verify the validity and reliability of registration documentation and all EMIS data and reports. Conduct audits of registration records. Supervise the preparation and submission of EMIS data and reports. Address discrepancies in documentation and implement corrective measures. Coordinate the preparation of examination for all programmes involving assessment. Develop examination schedules and oversee logistical arrangement. Liaise with academic staff to confirm assessment requirements. Ensure the secure handling and storage of examination materials. Ensure current examination regulations and conventions are adhered to. Monitor compliance with examination rules and regulations. Facilitate training for staff and students on examination protocols. Address breaches of examination regulations in collaboration with disciplinary committees. Manage human resource and registrar affairs in the college. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/43</u>	:	<u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (4 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Maluti TVET college (Ref No: DHET34/06/2025) Northlink TVET college (Ref No: DHET35/06/2025) Central Johannesburg TVET college (Ref No: DHET36/06/2025) Ikhala TVET college (Ref No: DHET37/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Education or teaching environment. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (Ms Word, MS PowerPoint, Ms Excel, Ms Access and Ms Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and

special needs learners are catered for. Support and provide advice on the work of the academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of work integrated learning (WIL) for students and lecturers. Monitor student performance and develop academic support interventions where necessary. Ensure that the targets for students' success as set by the DHET/ college academic Board are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance and certificate. Ensure that all the requirements for quality teaching and learning are in place, policy to implement teaching and learning. Lecture training and professional development. Student continuous assessment. Ensure the provision of appropriate and cost-effective services. Manage human resource and academic management service affairs in the college. Provide guidance and adequate support for and development of the staff. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/44 : **DEPUTY PRINCIPAL: PARTNERSHIPS, INNOVATION AND DEVELOPMENT (3 POSTS)**
Branch: Technical And Vocational Education and Training

SALARY CENTRE : R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
: This post is based on Technical and Vocational Education and Training (TVET) Colleges
Taletso TVET College (Ref No: DHET38/06/2025)
Maluti TVET College (Ref No: DHET39/06/2025)
West Coast TVET College (Ref No: DHET40/06/2025)

REQUIREMENTS : An appropriate Bachelor's degree (NQF Level 7) in Business Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in stakeholder liaison, business management and partnership environment. Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's licence.

DUTIES : To strategically director, develop, implement and maintain the college business as per TVET college mandate in the field of Quality Assurance, Student Support Services, Communication, Marketing and Advancement, International Partnership and the facilitation of the Operation and Strategic Planning for TVET colleges. Ensure that the Quality Assurance System are developed and maintained to achieve continual improvement and customer satisfaction. Ensure that the holistic Student Support Service strategy are developed, implemented and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the Communication, Marketing and Advancement strategy align with the college mandate. Strategically direct, development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of International Partnership, international liaison and services to foreign students and other international related activities. Coordinate and facilitate the Operation and Strategic Planning. Manage human resource and Partnership Innovation and Development affairs in the College. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and introductions pertaining to Partnership Innovation and Development. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/45 : **DEPUTY DIRECTOR: TVET COLLEGES MONITORING AND EVALUATION (REF NO: DHET41/06/2025)**
Branch: Technical And Vocational Education and Training
Chief Directorate: TVET System Planning and Institutional Support
Directorate: TVET College Monitoring and Evaluation

SALARY CENTRE : R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training/ Administration and Planning/ Monitoring and Evaluation or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Manager in the TVET college sector, especially in a monitoring and evaluation environment. Sound knowledge and practice in policy development is required. Knowledge and understanding applicable legislation and policies of higher education and training. In-depth knowledge of standard student enrolment practices and processes and in-depth knowledge of planning, monitoring and evaluation systems and processes is essential. Skills required include strategic and initiative skills; planning skills; decision making skills; data analytical skills; communication skills (verbal and writing); report writing skills and computer literacy skills. Candidate must have human relations skills and ability to interact with people with time management and organizational skills. A valid driver's licence.
<u>DUTIES</u>	:	To steer and coordinate monitoring and evaluation activities in relation to TVET college enrolment and performance. Render management and support of monitoring and evaluation systems and processes in TVET Colleges. Monitor and evaluate the performance of TVET Colleges and to provide support to underperforming colleges. Steer support of student enrolment at colleges to establish efficient and standardised processes in relation to student registration and enrolment management. Support implementation of the maturity model and standard operating procedures. Coordinate monitoring and evaluation of college performance as well as reporting thereon. Coordinate monitoring and support of implementation of the SOP on student enrolment to ensure standardisation and efficiency. Support the implementation of the maturity model for TVET colleges. Support other functions of the directorate such as analysis of data verification. Provide support for the functions of TVET branch oversight committee.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/46</u>	:	<u>DEPUTY DIRECTOR: TVET COLLEGES BUDGET ANALYSIS, MONITORING AND REPORTING (REF NO: DHET42/06/2025)</u> Branch: Technical And Vocational Education and Training Directorate: TVET College Budget Analysis, Monitoring and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Pretoria
	:	Appropriate Bachelor's degree or Advanced Diploma (NQF Level 7) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at junior management level in the Accounting, Budget analysis, Monitoring and Reporting environment. Experience in the Post School Education and Training system (PSET) will be an added advantage. Knowledge of the PSET legislative requirements, policies, and regulations. Experience in Business Management Systems and Dashboard reporting. Extensive experience in development and implementation of costing models. Advanced Excel (Proficient in Microsoft office products), Excellent project management and communication skills, including analytical capability and report writing, the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment. A valid driver's license.
<u>DUTIES</u>	:	Support the processes of the Estimates of National Expenditure (ENE) and the Medium-Term Expenditure Framework (MTEF) allocations to the Department. Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Coordinate the submission of ENE and AENE inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the CFO. Comprehensive analysis of TVET institutions budget allocations to support financial planning process. Analysis of monthly expenditure trends for TVET institutions and regular reporting on expenditure trends and financial position thereon. For efficient budget management, working together with the Deputy Director: Research, Costing and Financial Management Systems on the continuous update of costing models; Review and refinement of Standard Chart of Accounts to enable improved reporting; Dashboard Reporting on TVET Colleges (As well as National) budgets and expenditure. Assists with the preparation of the MTEF Bidding processes for the TVET Branch. Ensure TVET Colleges implement minimum standards of the Public Finance Management Act PFMA, Treasury Regulations (TRs), Continuing Education and Training (CET) Act, and other Departmental policies.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>POST 22/47</u>	:	<u>DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET43/06/2025)</u> Branch: Technical And Vocational Education and Training Component: Gauteng And Free State Regional Office Directorate: Curriculum And Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-inclusive remuneration package) (Level 12) Gauteng and Free State An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Education. Advance experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act, teaching and learning. Knowledge of Skills Development Act, Public Service regulations, Labour Relation Act and Public Service Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Understanding of Higher Education sector and Education Act. Planning and organising skills, report writing skills, problem solving skills, and financial management skills. A valid driver's licence.
<u>DUTIES</u>	:	To provide the TVET College with curriculum and institutional support in line with the strategic objectives of the Department of Higher Education and Training. Manage, support, monitor and verify colleges systems and sub-systems in relation to curriculum delivery. Manage the highest standard of teaching and learning with TVET College. Manage, support, monitor and verify college system and sub-system in relations to student administration and enrolment management as well as data reporting. Manage TVET Institution strategic and operation planning. Manage oversight functions on government and management areas in TVET colleges. Manage the implementation of partnerships (Including SETA coordination) and skills development at TVET colleges.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/48</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (2 POSTS)</u> Branch: Community Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-inclusive remuneration package) (Level 12) These posts are based in Community Education and Training (CET) Colleges. Gauteng Cet College (Ref No: DHET44/06/2025) Western Cape Cet College (Ref No: DHET45/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Commerce Accounting/ Accounting or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Finance or Budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment. Willingness to travel and be in possession of valid driver's licence.
<u>DUTIES</u>	:	To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of

strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.

ENQUIRIES

:

MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/49

:

DEPUTY PRINCIPAL: ACADEMIC SERVICES) (REF NO: DHET46/06/2025)

Branch: Community Education and Training

Component: KwaZulu Natal Cet College

SALARY CENTRE

:

R1 059 105 per annum (All-inclusive remuneration package) (Level 12)

:

KwaZulu Natal CET College (This post is based in Community Education and Training (CET) Colleges)

REQUIREMENTS

:

An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Education or teaching environment. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (Ms Word, Ms Power-point, Ms Excel, Ms Access and Ms Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's licence.

DUTIES

:

To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and special needs learners are catered for. Support and provide advice on the work of the academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of work integrated learning (WIL) for students and lecturers. Monitor student performance and develop academic support interventions where necessary. Ensure that the targets for students' success as set by the DHET/ college academic Board are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance and certificate. Ensure that all the requirements for quality teaching and learning are in place, policy to implement teaching and learning. Lecture training and professional development. Student continuous assessment. Ensure the provision of appropriate and cost-effective services. Manage human resource and academic management service affairs in the college. Provide guidance and adequate support for and development of the staff. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.

ENQUIRIES

:

MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>POST 22/50</u>	:	<u>DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET47/06/2025)</u> Branch: Community Education and Training Colleges Component: Limpopo Regional Office Directorate: Cet Curriculum and Institutional Support
<u>SALARY</u>	:	R1 059 105 per annum (All-inclusive remuneration package) (Level 12)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Administration/ Education/ Social Science Research Methods/ Monitoring and Evaluation or a related qualification. A Higher degree/ diploma in Monitoring and Evaluation/ Research will be an added advantage. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Community Education and Training or PSET Sector environment. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Facilitate the development, monitoring and evaluation of the frameworks for Community Education and Training colleges. Implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Determine the annual system performance targets for community colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Develop standard operating procedures for conducting M&E. Be a member of the National Coordinating Curriculum Committee. Communicate targets and indicators to relevant internal and external stakeholders. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/51</u>	:	<u>DEPUTY DIRECTOR: ELECTRICAL PRE-TRADE AND TEST ASSESSMENT (REF NO: DHET48/06/2025)</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor degree/ Advanced Diploma (NQF Level 7) in Electrical engineering or related qualification, Recognized South African Trade Qualification in an Electrical -related trades (Electrician, Millwright, Instrumentation, Electronics) Assessor as well as a Moderator Certificate. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of 5 years of industry-related workplace experience as an Artisan after qualifying as an artisan and three (3) years' management experience in Artisan Development (Training, ARPL and Trade Testing). Knowledge: Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Electrical environment.

		Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.
<u>DUTIES</u>	:	Maintain and manage accreditation status for trade testing, ARPL in Electrical and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Electrical environment, implement, and maintain internal quality assurance. Monitor and conduct internal and external moderation, effective management and utilization of resources as well as supervising and development of staff within the unit. Effective planning, control of finances, budgeting and procurement of testing resources in Electrical workshops. Manage and maintain assets tools that used for electrical assessment. Provide administrative support services. Undertake any other support and administrative work to ensure efficiency and effectiveness in the sub-directorate Electrical Pre-Trade and Test Assessment. Compile the reports to the Director: Indlela Artisan Training Assessment Centre. Ensure workshop area is safe and conducive to quality trade testing and ARPL services in Electrical trades. Identify and manage risk within the unit.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/52</u>	:	<u>DEPUTY DIRECTOR: AUTOMOTIVE PRE-TRADE AND TEST ASSESSMENT (REF NO: DHET49/06/2025)</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Olifantsfontein An appropriate Bachelor degree/ Advanced Diploma (NQF Level 7) in Automotive Engineering or equivalent qualification. A B-Tech Degree in Technical or Engineering Studies will be an advantage. Qualified as Construction Plant Mechanic / Diesel Mechanic/Motor Mechanic/Earth Moving Equipment. Be in possession of trade test certificate/Assessor certificate/Moderator certificate. A minimum of Five (5) years relevant experience of which three (3) years at supervisory and technical training experience after qualifying as an artisan. A valid driver's license. Willingness to travel. Knowledge: Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations and related act. Good knowledge of Skills Development Act, Manpower Training Act, National Qualification Framework, Occupational, Occupational Health and Safety Act. Good knowledge of auditing for accreditation, trade test regulations, criteria and guidelines for accreditation of training and trade testing centres, theoretical and practical knowledge in relevant trade. Skills: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbal and in writing formally and informally. Ability to work collaboratively with a range of stakeholders in facilitating, advisory or informative capacity. Good communication and interpersonal skills. Good problem-solving skills. Good planning and organizing skills. Good computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	To provide advice and guidance on Automotive Pre-Trade and Test Assessment administration. Manage trade tests of candidates in relevant trades (Automotive fields). Manage moderation of trade tests in the automotive related trades to ensure fair results. Conduct moderation of assessment for internal and external candidates. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Perform audits at the decentralised assessment centres. Manage performance training and development of staff. Manage the budget and procurement process of the automotive division. Manage and maintain assets tools that used for automotive assessment. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act. Act as Liaison Officer between INDLELA and Stakeholders. Provide administrative support services. Undertake any other support and administrative work to ensure efficiency and effectiveness in the

		sub-directorate Automotive Pre-Trade Test Assessment. Compile the reports to the Directorate: Indlela Artisan Training and Assessment Centre.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/53</u>	:	<u>DEPUTY DIRECTOR: UNIVERSITY INSTITUTIONAL FUNDING (REF NO: DHE50/06/2025)</u> Branch: University Education Chief Directorate: University Planning and Institutional Funding Directorate: University Institutional Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	Pretoria
	:	An appropriate bachelor's degree/ Advanced diploma (NQF level 7) in Public Financial Administration or relevant qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Manager in financial policy administration and the implementation of financial policies environment. Good understanding of national treasury regulations and frameworks, and the funding of the public university sector. Financial and analytical skills, numerical and communication skills are a requirement. Computer literacy and the ability to work with large data sets is a key requirement. A valid driver's licence.
<u>DUTIES</u>	:	Provide support in the administration of the annual Ministerial Statement on University Funding. Assist with the annual calculation of university budgets including the block grant subsidy and the development of the Ministerial statement on university funding. Maintain and review the funding framework and its implementation. Assist with the development of annual state budget and performance reports. Analyse financial and audit reports submitted by institutions for different earmarked grants. Participate in quarterly development meetings with SMU, UMP and SPU. Monitor and ensure the effective utilisation of the Foundation Provisioning Grant, and development of submissions for the approval of the release of funds. Develop and review policies and guidelines for the utilisation of earmarked grants. Other duties include but are not limited to drafting speeches, briefing notes, and replies to parliamentary and media questions; presentations to different stakeholders; travelling to and meetings with universities for various purposes; and inputs into budgets, the strategic plan and quarterly and annual reports of the Branch. Report internally on the progress reports of universities with the view of approving payments to be made to universities.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/54</u>	:	<u>DEPUTY DIRECTOR: SECTOR RESEARCH & SUPPORT (REF NO: DHET51/06/2024) (TWO POSTS)</u> Branch: University Education Directorate: Sector Research & Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	Pretoria
	:	An appropriate bachelor's degree/ Advanced Diploma (NQF Level 7) in Research or a related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Sector Research and Support. Experience in project management as well as development and implementation of higher education policies. Knowledge and understanding of policies and regulatory frameworks governing higher education. Knowledge of PFMA, DORA, Treasury Regulations, policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Research and information management and knowledge of the university sector. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of transformation imperatives and its dynamics in South Africa, particularly in the higher education sector. Demonstrable experience in working with teams and working within short deadlines. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. Excellent communication both in writing and verbally including high-level report-writing. Good planning, organizational and management skills. A valid driver's license.
<u>DUTIES</u>	:	Support the Directorate to manage and coordinate research in pursuit of the advancement of transformative Higher Education in South Africa; Conduct Higher Education Sector Research. Monitor and analyse transformation plans

		of higher education institutions; Generate reporting on matters relating to transformation in the sector; Support the Directorate to monitor the implementation of transformation policies and plans; Conceptualise and implement programmes and projects to strengthen transformation initiatives at universities; Build relations with internal and external DHET stakeholders with a view to support the advancement of higher education; Support the Directorate in its oversight and Monitoring of transformation implementation. Facilitate submissions and the presentations performance reports to senior management. Follow up and collate progress reports on the implementation of the resolutions. The management of all humans, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/55</u>	:	<u>DEPUTY DIRECTOR: TEACHER EDUCATION DATA AND REVIEW (REF NO: DHET52/06/2025)</u> Branch: University Education Directorate: Initial Teacher Education
<u>SALARY</u>	:	R1 059 105 per annum (All-Inclusive Remuneration Package) (Level 12)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/advanced diploma (NQF Level 7) in Education/ Teaching or relevant qualification. A minimum of Three (3) years' relevant experience at Junior Management level in education environment. Knowledge and understanding of the Higher Education sector including policies, legislation and national plans relating to teacher education. Knowledge of teaching and learning environment in higher education. Understanding of teacher education issues and some insight into strategies to improve the sector. The ability to collect and analyses data and produce associated reports. Excellent communication skills and interpersonal relations skills. Ability to develop mechanisms and systems to collect and manage data and information that is required to ensure an efficient teacher, lecturer and practitioner education system. Ability to support the development of implementation of key policies impacting on teacher, lecturer and practitioner education. Integrity, accountability, collaboration, and commitment values. A valid driver's licence.
<u>DUTIES</u>	:	To develop and maintain an updated teacher, lecturer and practitioner national supply demand plan that is aligned to national needs and priorities. Management of key strategic projects as part of the Teaching and Learning Development Capacity Improvement Programme to strengthen the quality of teaching and learning universities. Policy development, supporting policy implementation, monitoring and evaluating the implementation of policy related to qualifications-based teachers and lecturers across the system. Support the Director: Teacher Education in areas that strengthen the work of the Directorate. Produce teacher education reports and other relevant data to inform national and provincial planning. Collect, manage, maintain and report information relating to qualifications based initial education and continuing professional development of teachers for the pre-schooling, schooling and post-schooling sub system, and produce annual reports to inform national planning and national Department. Provide management and secretariat support for institutional teacher education reviews undertaken by the Department. Provide management and secretariat support to ensure effectiveness and efficiency of the work. Support the Director in managing the directorate, including assisting with planning, budgeting and management of staff within the line function and deputizing for the director when required to do so.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/56</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT AND SUPPORT (REF NO: DHET53/06/2025)</u> Branch: Corporate Services Directorate: Information Technology Infrastructure Support and Operations
<u>SALARY</u>	:	R896 436 per annum (All-inclusive remuneration package) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/advanced diploma (NQF level 7) in Computer Science/ Information Technology Management or a related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level supervisory directly involve in managing IT systems engineers who deploy and maintain virtual infrastructure (serves, storage, networks) on the Microsoft Azure platform. Applying technology, communication and information management, and continuous improvement. Analytical and critical thinking with complex

DUTIES

problem-solving skills. Advanced comprehension, application and synthesis of computer-based systems. Excellent, integrity, responsible, creative, inclusivity and professionalism attributes. A valid driver's licence.

- : Manage all IT Infrastructure in relation to servers, networks, storage, telecoms, data centre, backups, data recovery, connectivity and security to ensure that core systems are available, scalable and secure as per government and department requirements. Manage and perform supervisory duties daily for the IT Desktop Support Team and ensuring procedures and processes are adhered to. Implement and maintain ICT Cloud and infrastructure operations; maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure high availability of computer in the department. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPI's are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisal and training plans. Quality checking and auditing of work carried out by the Desktop Support Team. To propose document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major systems outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with Desktop Support group that could relate to potential IT issues. Ensure that all request from customers for assistance are handled promptly and effectively and if necessary, escalated to the appropriate level. Develop strategies for maintaining network infrastructure. Define hardware and software standards. Manage the development of the maturity levels for improved service delivery. To assist in the technical development and enhancement of customer support systems and Desktop functionally. Install, configure, maintain and upgrade desktop hardware and software applications. Manage LAN and desktop support services and maintenance. Provide technical and maintenance support to the examinations systems. Assist Users in choice of appreciate hardware and software-desktop, laptops, PDAs, scanners, printers. Direct, plan, organise and manage operations for stability, availability and integrity of the organisation's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operation, data communications and telecommunication according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff. Manage the effectiveness of the disaster recovery process and ensure integration with departmental business continuity planning. Supports continual improvement in the Department. Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation.

ENQUIRIES

- : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/57

- : **DEPUTY DIRECTOR: WEBSITE AND PORTAL MANAGEMENT (REF NO: DHET54/06/2025)**
Branch: Corporate Services
Directorate: Information technology Service Management and Support

SALARY CENTRE REQUIREMENTS

- : R896 436 per annum (All-inclusive remuneration package) (Level 11)
- : Pretoria
- : An appropriate Bachelor's degree/advanced diploma (NQF Level 7) in Information Technology or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in ICT environment developing and managing websites. Knowledge and understanding of phases of project life cycle. Knowledge of change management and IT systems. Manage budget allocated to any project to avoid cost over-runs. Manage risk and provide mitigating strategies. Excellent communication skills both verbal and written, interpersonal skills, good organizing and planning skills. Decision making and problem-solving skills. Ability to thrive in a fast-paced environment. Conducting analysis and design. Problem solving and logical design skills. Scope definition and decisions analysis. A valid driver's licence.

DUTIES

- : Manage the departmental website and provide maintenance and support. Ensure all department related information is up to date. Monitor the website uptime and performance using monitoring tools. Apply security patches to the website's software, and plugins to guard against cyber threats. Develop and maintain the organisational websites and servers and ensure they meet the

user needs: Update and manage the DHET website and intranet, including technical roadmap definition and execution; Maintain the quality, design and style of the organisational website and the intranet in line with the website style guide and website policy; Maintain the general appearance of the DHET's website and intranet as well as ensure their ongoing development, in line with best practices, to guarantee they are always user-friendly and up to date; Ensure that web servers and content are regularly backed-up, in conjunction with the DHET ICT unit; Ensure that all content placed on the website is approved in line with relevant DHET internal policies. Maintain the functionality, security, and efficiency of web infrastructure: Maintain web platforms Security Validation Programme, in conjunction with the DHET ICT unit; Ensure an annual audit of sites' membership and access; Maintain website databases; Perform regular checks to identify broken links and ensure they are fixed; Prepare testing environment, examples and instruction manuals; Assist in the deployment of changes to live the environment following approval process; Ensure the security and integrity of all systems and data; Back up files from websites to local directories for recovery. Manage and maintain web server infrastructure and database systems. Configure and install web server software. Manage introduction of new web services into production environments. Provide support to all the features of a website, solving technical problems and approving site content: Edit, review and design website and intranet content in consultation with content owners; Maintain the latest web applications and provide technical assistance to applications programme; Maintain web platforms site directory. Maintain operations by training and providing support to internal users: Determine user needs by analysing technical requirements; Keep abreast with emerging technologies/industry trends and apply them on operations, training and activities; Keep project documentation up to date; Provide regular feedback on tasks assigned; Provide training and support to website content personnel and owners; Maintain web platforms site collection and administer training programme. Ensure the architecture of the new service is designed to be scalable, secure and maintainable. Integrate security best practices in the design. Use version control for managing the code base of the new web service. Conduct UAT to validate the functionality, user experience based on real-world requirements. Manage the execution of sound user management procedures for the portal and advocate usage levels of the portal. Security and compliance in user management. Manage the planning of the portal expansion and improvements and update strategies. Management of human resources. Provide guidance and adequate support for development of the staff. Ensure compliance with all administrative requirements. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor planning, organizing and delegation of work.

<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/58</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES (REF NO. DHET55/06/2025)</u> Branch: Technical And Vocational Education and Training Component: KwaZulu Natal Regional Office
<u>SALARY</u>	:	R896 436 per annum (All-inclusive Remuneration Package) (Level 11)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Administration/ Human Resources Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Services in South Africa. Managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Provide Strategic Leadership in the areas of Human Resources, Facilities Management, IT, Marketing, Records Management and Governance. Coordinate the preparation for the annual review of the Regional's Strategic Plan. Facilitate timely and accurate preparation of the Regional annual budget. Account for the effective delivery of services in each of these areas.

		Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures, and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the regional office assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure the provision of Organisational Development Services and support the TVET and CET colleges.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/59</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND SELECTION (REF NO. DHET56/06/2025)</u> Branch: Corporate Services Directorate: Human Resource Administration and System Control
<u>SALARY</u>	:	R896 436 per annum (All-inclusive Remuneration Package) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF level 7) in Management Services/ Human Resources Management/ Public Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Human Resource Management and Administration, Management of Employee Records. Financial and Leadership management is essential. Sound knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, policies/ implementation of best HR practices, Labour Relations Act, Basic Conditions of Employment Act, Recruitment practices and processes. Ability to communicate ideas and issues to audience in a tactful, influential manner verbally and in writing, formally and informally. Self-disciplined and able to work under pressure with minimum supervision. Excellent communication skills verbal and written with people's management skills. Policy development and research skills, presentation skills, problem solving skills, team leadership and computer skills. Ability to work collaboratively with range of stakeholders in a facilitating, advisory and informative capacity. Self-disciplined and able to work under pressure with minimum supervision. Confidentiality, fairness, respect, professional and client-oriented values. A valid driver's licence.
<u>DUTIES</u>	:	The Management of Recruitment and Selection processes in accordance with the Public Service Act and Regulations. The Management of employee engagement, business partnership, and relations with the stakeholders, Head Office, Regional Offices, and Colleges. Development of Job Descriptions of staff, contracting of staff, and monitoring of performance including supporting staff development and wellness. Facilitate implementation of recruitment strategies and standardised processes including workshops and capacity workshops. Participate in the Development, reviewing, and ensuring implementation of HR and Recruitment and Selection policies thereof. The Management of Performance Management Development System of the staff and assets in the Unit. The management of employee records in terms of HR audit procedures and producing the reports with realistic recommendation. The Management of all humans, Financial, and other resources of the unit.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/60</u>	:	<u>DEPUTY DIRECTOR (BRANCH COORDINATOR) (REF NO: DHET57/06/2025)</u> Branch: Community Education and Training Component: Office Of the Deputy Director-General
<u>SALARY</u>	:	R896 436 per annum (All-Inclusive Remuneration Package) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/advanced diploma (NQF Level 7) in Public Management/ Public Administration or relevant qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Administration, Secretariat, Office Management environment. Knowledge and understanding of the Higher Education sector, policies and governance environment of CET College, annual reporting requirements by the Higher Education Institution and CET administration. Excellent communication skills, decision making skills, management skills, financial management skills, presentation, facilitation skills

	and conflict management. Integrity, accountability, collaboration, and commitment values. A valid driver's licence.
<u>DUTIES</u>	: To provide coordination and support to the Deputy Director-General. Support the DDG in developing strategic, annual performance and operational plans for the branch and the CET colleges. Manage and provide support services in the office of the DDG. Manage the resources in the office of the manager. Manager relations with external stakeholders and coordinate special projects.
<u>ENQUIRIES</u>	: MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

(GERT SIBANDE TVET COLLEGE)

Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

<u>CLOSING DATE</u>	: 18 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>NOTE</u>	: Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered Emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time.

OTHER POSTS

<u>POST 22/61</u>	: <u>CAMPUS ADMINISTRATOR GSC54/2025</u> Perdekop Campus
<u>SALARY</u>	: R325 101 per annum (Level 7), (plus benefits)
<u>CENTRE</u>	: Perdekop
<u>REQUIREMENTS</u>	: A Degree/Diploma (NQF Level 6) in Public Administration or Office Management and Technology or Public Management or equivalent qualification. A minimum of one (1) year work experience in an administrative environment. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management
<u>DUTIES</u>	: Render administrative support services; Draw up a campus enrolment plan for both NCV and report 191, gather departmental information and compile a report for A-TEAM and Campus Management; Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of the college staff wellness programme at campus level. Provide procurement services; Recommend purchase requisitions to Campus Manager, Draft procurement memo.

Complete requisition form, Receive goods and services, Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, Ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430
FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040

(SOUTH CAPE TVET COLLEGE)

The DHET and South Cape TVET College are equal opportunity, affirmative action employers, whose aim is to promote representation in all levels of occupational categories in accordance with the Employment Equity Plan of the College.

APPLICATIONS : The South Cape TVET College invites suitable, qualified applicants to apply for its vacancies as listed in this circular by applying online through the New Z83 form accessible at the College Website, <https://sccollege.co.za/vacancies> under Vacancies (click 'apply for current vacancies link) and follow the easy prompts/instructions. Upload the supporting documents, namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required).

CLOSING DATE : Friday, 11 July 2025 Before 16:00
NOTE : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address in each advert. Applications with supporting documentation, including signed Z83 forms, should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include only a completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. And a detailed Curriculum Vitae. Certified copies of your identity document, senior certificate, and all your qualifications, academic transcripts/record, trade test document, and driver's licence are to be submitted with your application. Please provide the relevant reference number for the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable), qualification, and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender, and disability.

OTHER POSTS

POST 22/62 : **PROJECT MANAGER: NSF AND SPECIAL PROJECTS (REF: TNC/CO/23-04/2)**
 (College Council 3-Year Fixed Term Contract with a probationary period of 12 months)

SALARY : R468,459 per annum (plus 37% in lieu of benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate 3-Year Diploma/Bachelor's degree (NQF Level 6/7) in Financial Management, Management Accounting. A Project Management qualification

will be an added advantage. A minimum of three (3) to five (5) years' work experience at a supervisory level in the Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service, NSF and SETA mandates and strategies. Candidates who have experience in managing large projects, portfolios of projects, and/or Programmes in the private or public sector will have an added advantage, as well as those who are registered as Project Managers or professionals in the Public Sector with Project Management South Africa or other related bodies. A valid driver's license is compulsory. Must be willing to work irregular hours and extensive travelling. Competencies, Abilities, And Skills: Knowledge of other NSF and SETA funded programmes. Knowledge of the Government wide Legislation, 'QCTO qualifications, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage stakeholders. Candidates must be proficient in English with proven experience in Monitoring and Evaluation of NSF and SETA Projects. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations. The incumbent must be client-oriented, customer-focused, and be able to perform in a team environment.

DUTIES : Provide support to the office of ASD: Partnership and Linkages on Occupational and Skills Programmes. Responsible for establishing the project office and ensuring the smooth running of Occupational / Special Projects / Trades Programmes and all other NSF and SETA funded Programmes Develop and submit funding proposals and applications to NSF and other SETA's for funding and roll out of occupational and skills Programmes including proposals for infrastructure and equipment of various effectively monitor, evaluate, and report on the achievements, challenges, management, operational performance and procurement of occupational/skills Programmes, special projects/trades and NSF and SETA funded Programmes. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by facilitators meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to relevant Supervisor. Manage invoicing and financial reporting. Liaise with SETAs on outstanding invoices and related financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto management system. •Manage staff under his/her supervision.

ENQUIRIES : Ms. S Madabane

POST 22/63 : **CENTRE MANAGER (REF: PS19/2024)**
(College Council 3-Year Fixed Term Contract with a probationary period of 12 months)

SALARY : R325 101 per annum (plus 37% in lieu of benefits)
CENTRE : Hessequa Campus (Riversdale)
REQUIREMENTS : Qualifications and Experience: A matric plus a minimum 3-year business-related Degree/Diploma. A minimum of 5 years' relevant work experience, and 2 years in a supervisory or managerial role. Computer Literacy (MS Office). A valid 08 driver's license. Recommendations: Managerial, Leadership, Finance and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, Infrastructure, and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge of the TVET College programmes namely Report 191 and Occupational Programmes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Overall leadership and management of the campus. Participate in the development of the College's strategic and operational plan. Marketing of campus programmes and liaison with all internal and external stakeholders. The implementation of Teaching and Learning. Ensure effective conduct of examination. Monitor Student Support services. Responsible for the compilation and control of the campus budget. Responsible for general support service functions, e.g., administration, facilities, assets, maintenance, finances

		and human resource management. Adherence to quality assurance standards of DHET, Umalusi, and QCTO. Adherence to the implementation of all College policies and quality management system.
<u>ENQUIRIES</u>	:	Ms. K Kleintjies at Tel No: (044-8840359)
<u>POST 22/64</u>	:	<u>FACILITATORS: WHOLESALE AND RETAIL L2 (REF: 20/2025) (2 POSTS)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R325 101 per annum (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Bitou and Oudtshoorn Campuses
<u>REQUIREMENTS</u>	:	Qualifications and Experience: Matric plus a minimum of a Higher Certificate/Diploma/3-year Degree related to Wholesale and Retail and 1-3 years facilitation experience. Proficiency in at least two of the three Western Cape official languages. Registered as an Assessor with Wholesale and Retail SETA. Knowledge and experience in assessing different learning styles with appropriate teaching approaches. Recommendations: Energetic and dedicated to Learner success. Teaching/Facilitation experience. Experience in working with students with learning difficulties. Computer Literacy (MS Office experience). Excellent writing skills.
<u>DUTIES</u>	:	Facilitate the implementation of Wholesale and Retail L2, as per SETA and QCTO requirements. Give subject /practice-related guidance to Learners and ensure quality delivery of teaching and learning as well as workplace practice monitoring. Visits to Workplaces and compulsory to monitor and guide Learners as required. Strict adherence to College/SETA evaluation processes, policies, and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with Programme Manager. Responsible and accountable for all tasks, including administration. Any other task as operationally required.
<u>ENQUIRIES</u>	:	Ms. K Kleintjies at Tel No: (044-8840359)
<u>POST 22/65</u>	:	<u>PROFESSIONAL COOKERY (REF: PS23/2025) (2 POSTS)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R325 101 per annum (plus 37 % in lieu of benefits)
<u>CENTRE</u>	:	Bitou Campus
<u>REQUIREMENTS</u>	:	Matric plus a formal Chef / Culinary 3-year diploma, plus 1 – 3 years Industry related experience. Proficiency in at least two of the three Western Cape official languages. Registered as an Assessor with CATHSSETA. Knowledge and experience in facilitating and assessing different learning styles with appropriate teaching approaches. Recommendations: Energetic and dedicated to Learner success. Teaching/Facilitation experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Experienced in working with students with learning difficulties. Excellent writing skills. Computer Literacy (MS Office experience Computer Literacy (MS Office).
<u>DUTIES</u>	:	Facilitate the implementation of Professional Cookery learnership, as per SETA requirements. Theory and practical are covered with in the programme. Give subject/practice related guidance to Learners and ensure quality delivery of teaching and learning as well as workplace practice monitoring. Visits to Workplaces are compulsory to monitor and guide Learners as required. Ensuring completion of logbooks towards the end of the programme Strict adherence to College / SETA evaluation processes, policies, and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with the Programme Manager. Responsible and accountable for all tasks including administration. Any other tasks as operationally required. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.
<u>ENQUIRIES</u>	:	Ms. R Kirchner Tel No: (044 - 8840359)
<u>POST 22/66</u>	:	<u>FACILITATORS: EARLY CHILDHOOD DEVELOPMENT: HIGHER CERTIFICATE LEVEL 2 (REF: 20/2025) (6 POSTS)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R8178.per month (No benefits will be paid)
<u>CENTRE</u>	:	Bitou, George, Hessequa, Mossel Bay and Oudtshoorn Campuses
<u>REQUIREMENTS</u>	:	Qualifications and Experience: Matric plus a 3-year B.ED Degree. At least Higher 1-3 years teaching/facilitation experience. Proficiency in at least two of the three Western Cape official languages. Registered as an Assessor with the EDTP SETA. Knowledge and experience in assessing different learning styles with appropriate teaching approaches. Recommendations: Energetic and dedicated to Learner success. Training in the National Curriculum Framework.

		NQF will serve as an advantage. Teaching/Facilitation experience. Computer Literacy (MS Office experience). Excellent writing skills.
<u>DUTIES</u>	:	Facilitate the implementation of Occupational programme, as per SETA and QTCO, across delivery sites of the Southern Cape & Central Karoo area as required. Give subject/practice related guidance to Learners and enquire quality delivery of teaching and learning as well as workplace practice monitoring. Visits to Workplaces are compulsory to monitor and guide Learners as required. Strict adherence to College/SETA evaluation processes, policies and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with the Programme Manager. Responsible and accountable for all tasks, including administration. Any other tasks as operationally required.
<u>ENQUIRIES</u>	:	Ms. K Kleintjies at Tel No: (044-8840359)
<u>POST 22/67</u>	:	<u>FACILITATORS: (REF: 20/2025)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY CENTRE</u>	:	R8178.00 per month (No benefits will be paid)
	:	Bitou, Oudtshoorn and Beaufort-West Campuses
		Information Technology (ICT) Technical Support L4 (3 posts)
		Information Technology (ICT) Technical Support (ICT): Software Testing L5 (1 post)
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year recognized Degree/Diploma (NQF Level 6/REQV13 in Information Technology or Computer Science with specialization in Software Testing or Technical Support. Computer Literacy (MS Office). A valid 08 driver's license. Registered Assessor with MICT SETA. Recommendations: Managerial and administrative experience. A professional qualification as an educator will be an added advantage. Above average report writing and communication skills. Ability to effectively teach and communication skills. A professional qualification as an educator will be an added advantage. Above average report writing and communication skills. Ability to effectively teach in English. At least 1 years' experience in the ICT Industry. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and loyal.
<u>DUTIES</u>	:	Facilitate a group of Learners using different teaching and Learning Methodologies in an ICT environment. Plan and prepare lessons. Manage the Learners in class and workplace. Sourcing host employers for industry-related work placement. Ensuring logbooks are completed regularly with site visits. Adherence to all administrative duties as per the programme requirements. Ensure adherence to quality assurance standards. Adherence to all College policies and qualify management system.
<u>ENQUIRIES</u>	:	Ms. R Kirchner Tel No: (044 - 8840359)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 14 July 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 22/68** : **SENIOR COURT INTERPRETER: REF NO 2025/04/MP**
(This Is a Re-Advertisement)
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ermelo Magistrate's Office
- REQUIREMENTS** : A Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and 3 years practical experience in court interpreting; A valid driver's license. Proficiency in English, Applicants will be subjected to a language test; Language Requirements: IsiXhosa, IsiZulu or Siswati. Skills and Competencies: Communication skills (verbal and written); Listening skills; Interpersonal skills; Computer literacy (MS Word and Excel); Planning and organizing; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Confidentiality.
- DUTIES** : Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Supervise Court Interpreters.
- ENQUIRIES** : Ms. KN Zwane Tel No: 060 532 2006
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development; Private Bag X 11249; Nelspruit; 1200 or 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit; 1200

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 14 July 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments, which are a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not in a Position to pay Resettlement costs NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** Administrative Clerk (CPP: East Rand) with Recruit 2025/268 & Recruit 2025/282, Enforcement Officer (AFU: Pretoria) with Recruit 2025/151 and Administrative Clerk: Enforcement (AFU: Bloemfontein) with Recruit 2025/278 advertised in circular 15 of 09 May 2025 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 22/69</u>	:	<u>DIRECTOR: ETHICS MANAGEMENT AND ADVOCACY RECRUIT 2025/373</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R1 216 824.per annum (Total Cost Package) (SMS Level 13)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA in ethics, integrity and corruption or equivalent. Minimum five (5) years relevant experience at middle/ senior managerial level in an ethics management, integrity environment. Certification as an Ethics Officer will be an added advantage. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994, as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Valid driver's license.
<u>DUTIES</u>	:	Manage the development, implementation and review of ethics management and conflict of interest strategy that prevents and deters unethical conduct and acts of corruption. Report on the compliance of ethics, conflict of interest and provide advice on departmental ethical matters. Manage and identify ethics and conflict of interest as part of the departments' system of risk management. Manage and implement the financial disclosure framework including lifestyle review. Manage the development and implementation of ethics and integrity related advocacy and awareness programmes. Manage the development, implementation and review of the ethics management policies, procedures and practices. Manage all appropriate stakeholders' relations within and outside the NPA on ethics and corruption related matters. Management of directorate performance, human resource and budget in compliance with PFMA and relevant regulatory framework.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: 012 845 6871
<u>APPLICATIONS</u>	:	e mail: Recruit2025373@npa.gov.za
<u>POST 22/70</u>	:	<u>DIRECTOR: ENFORCEMENT RECRUIT 2025/374</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 216 824 per annum (Total Cost Package) (SMS Level 13)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA in Finance or equivalent. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). At least five (5) years relevant experience at middle/senior managerial level in Finance/ Auditing/ Legal / Forensics or any related field. Demonstrable competency in acting independently, professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration. General computer literacy skills and knowledge in programs such as Ms Word, Excel, MS Outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Provide strategic direction and guidance on the management of Asset Forfeiture Unit. Ensure that there is strategic process to manage and dispose assets. Provide direction and guidance on the effective enforcement-related issues. Build, foster and manage stakeholder relations. Manage the financial and operational administration of Estates under freezing orders. Manage staff and performance in the Directorate.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025374@npa.gov.za

<u>POST 22/71</u>	:	<u>DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT RECRUIT 2025/375</u> Strategy, Operations and Compliance: Strategy Management Office
<u>SALARY</u>	:	R1 216 824 per annum (Total Cost Package) (SMS Level 13)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA in Strategy Management/ Public Management or equivalent qualification. Minimum five (5) years relevant experience at middle/ senior managerial level within performance information management, monitoring and evaluation or a strategy management environment. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.
<u>DUTIES</u>	:	Develop and implement the performance information management systems and coordinate M&E activities. Monitor and coordinate quarterly performance reporting of the department. Coordinate the preparation of various reports and ensure final documents are approved for submission to the Executive Authority and various oversight structures. Support production of the Annual Performance Plan, Medium Term Strategic Framework, Estimates of National Expenditure, Adjustment of Estimates of National Expenditure. Support provision of information for the drafting of various ad-hoc progress reporting documents. Provide monitoring and evaluation technical support to internal NPA sub-programmes and business units and divisions. Strengthen collaboration with other National Departments and external partners on monitoring and evaluation issues. Manage and respond to audit queries in relation to performance of the NPA. Review the implementation of the Directorates' Operational Plan and monitor performance of personnel under their supervision. Manage the training of stakeholders to improve reporting and to ensure data integrity and reliability.
<u>ENQUIRIES</u>	:	Salome Baloyi Tel No: 012 845 6020
<u>APPLICATIONS</u>	:	e mail: Recruit2025375@npa.gov.za
<u>POST 22/72</u>	:	<u>SENIOR PUBLIC PROSECUTOR RECRUIT 2025/376</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 per annum (Total Cost Package) – R1 859 814 per annum (Total Cost Package) (CM-1)
<u>CENTRE</u>	:	CPP: Upington
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post-qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting independently, professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539

<u>APPLICATIONS</u>	:	e mail: Recruit2025376@npa.gov.za
<u>POST 22/73</u>	:	<u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) RECRUIT 2025/377</u> National Prosecution Service
<u>SALARY</u>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (Level LP 9)
<u>CENTRE</u>	:	DPP: Kimberley (Upington)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.
<u>DUTIES</u>	:	Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial-related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025377@npa.gov.za
<u>POST 22/74</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2025/378 (3 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Pretoria: Head office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting independently, professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently without supervision. Excellent administration skills. Financial or accounting background an advantage. Experience in litigating offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA is necessary. Good knowledge of the Zondo Commission's recommendations. Knowledge of the FATF recommendations for South Africa. Capable of prosecuting and guiding investigations in voluminous and complex matters. Excellent drafting skills and the ability to draft complex charge sheets, indictments, notice of motions, applications for leave to appeal, heads of arguments, legal opinions

and memorandum. Litigation experience shall include litigation in the Superior Courts including the handling of motions in the High Court and as well as appeals and state appeals in High Court/Supreme Court/Constitutional Court Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be required. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Personal and Professional Integrity.

DUTIES : Stakeholder engagement and decision making. Prosecutor led investigations (PLI). Prosecution preparations. Court work. Operations management.
ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail: Recruit2025378@npa.gov.za

POST 22/75 : **SENIOR STATE ADVOCATE RECRUIT 2025/379**
National Prosecutions Service

SALARY : R1 195 110.per annum (Total Cost Package) – R1 859 814.per annum (Total cost package) (LP-9)

CENTRE : DPP: Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting independently, professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five(5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision-making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross-examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS : e mail: Recruit2025379@npa.gov.za

POST 22/76 : **STATE ADVOCATE RECRUIT 2025/380 (3 POSTS)**
Investigating Directorate Against Corruption

SALARY : R932 904.per annum (Total Cost Package) to R1 539 321.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : Pretoria: Head office
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting independently, professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently.

Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail: Recruit2025380@npa.gov.za

POST 22/77 : **STATE ADVOCATE (ATTORNEY) RECRUIT 2025/381**
 Asset Forfeiture Unit

SALARY : R932 904 per annum (Total Cost Package) to R1 539 321 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : Johannesburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting independently, professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.

DUTIES : Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e-mail: Recruit2025381@npa.gov.za

POST 22/78 : **PROJECT MANAGER RECRUIT 2025/382**
 Investigating Directorate Against Corruption

SALARY : R896 436 per annum (Total Cost Package) (Level 11)
CENTRE : Pretoria: Head office

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration, Public Administration or equivalent qualification. At least three (3) years' experience in Project Management on Assistant Director level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills and knowledge of project administration. General computer literacy skills and knowledge in programs such as Ms Word, Excel, PowerPoint, SharePoint etc. PRINCE / PRINCE2 certification recommended. Good planning and organising skills, written and verbal communication skills. Knowledge of the PFMA, Public Service and Regulations Act. NPA policies and procedures relevant to the job functions. Valid driver's licence.

DUTIES : Implement and maintain Investigating Directorate Against Directorate projects. Develop project plans: scope, goal, required resources, and budget. Develop the project methodology and ensure adherence to timelines. Guide and perform strategic analysis for the projects. Organise and manage all phases of the projects to ensure timeous completion. Identify risks and action mitigation plans. Meet deliverables and record work executed. Prepare proposals and conduct meetings with all stakeholders to facilitate selection of project services and conduct. Plan and oversee the dissemination of project communications. Liaise with all project stakeholders. Ensure that the administration of projects are kept updated. Draft expenditure reports on BAS. Compile minutes and action logs for project meetings. Track and provide weekly project status reports and compile monthly reports. Maintain project files on SharePoint and hard copy.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727

<u>APPLICATIONS</u>	:	e mail: Recruit2025382@npa.gov.za
<u>POST 22/79</u>	:	<u>SENIOR INVESTIGATOR RECRUIT 2025/383 (2 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R896 436.per annum (Total Cost Package) (Level 11)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least ten (10) years criminal investigation experience with five (5) years' operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation. Certified Fraud Examiner or ICFP SA accreditation and/or experience in managing and directing forensic service providers in criminal and forensic matters are advantages. Experience in testifying in regional and superior courts (persons found to be unreliable witness in any court are disqualified from application). Knowledge of the common law, legislation, and regulations, specifically: Zondo Commission Report. Financial Action Task Force (FATF) Recommendations for South Africa. National Anti-Corruption Strategy. Job knowledge, quality of work, communication, planning and execution. Management of human and financial resources. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal investigations within the allocated responsibilities of the investigations group. Manage national criminal investigative projects and administrative functions.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail: Recruit2025383@npa.gov.za
<u>POST 22/80</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT</u> Strategy Management office
<u>SALARY</u>	:	R896 436.per annum (Total Cost Package) (Level 11)
<u>CENTRE</u>	:	DPP: Cape Town – Recruit 2025/384 DDPP: Port Elizabeth – Recruit 2025/389
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills. A valid driver's licence.
<u>DUTIES</u>	:	Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with compliance requirements and best practice in the field of performance information management. Risk management.
<u>ENQUIRIES</u>	:	DPP: Cape Town & DPP: Port Elizabeth Makgomo Thupana Tel No: 012 845 6176
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail: Recruit2025384@npa.gov.za DPP: Port Elizabeth e mail: Recruit2025389@npa.gov.za
<u>POST 22/81</u>	:	<u>REGIONAL COURT PROSECUTOR RECRUIT 2025/385</u> National Prosecutions Service

<u>SALARY</u>	:	R630 630.per annum (Excluding Benefits) to R1 450 323.per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Pretoria (Brits)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Motshabi Malabi Tel No: 012 351 6864
<u>APPLICATIONS</u>	:	e-mail: Recruit2025385@npa.gov.za
<u>POST 22/82</u>	:	<u>FINANCIAL INVESTIGATOR RECRUIT 2025/386 (3 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R468 459.per annum (Excluding Benefits) (Level 09)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.
<u>DUTIES</u>	:	Conduct financial investigation assessment. Conduct case planning. Undertake stakeholder engagement. Provide administrative support services with regard to case management.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail: Recruit2025386@npa.gov.za
<u>POST 22/83</u>	:	<u>PERSONAL ASSISTANT RECRUIT 2025/387</u> Specialized Commercial Crime Unit
<u>SALARY</u>	:	R325 101.per annum (Excluding Benefits) (Level 7)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers). Manage and coordinate the diary and appointments. Provide hospitality services to all guests visiting. Render an office support and administration functions, filing system and pending system. Keep record of all incoming and outgoing documentation on a daily basis. Make travel and logistical arrangements for meetings and events. Prepare travelling documentation and coordinate bookings. Set up schedules for meetings and events. Taking minutes during meetings and prepare same for signature in advance.
<u>ENQUIRIES</u>	:	Bonakele Jali Tel No: 012 845 6395
<u>APPLICATIONS</u>	:	e mail: Recruit2025387@npa.gov.za

<u>POST 22/84</u>	:	<u>FINANCE CLERK RECRUIT 2025/388 (2 POSTS)</u>
		Strategy Operations and Compliance: Financial Management
<u>SALARY</u>	:	R228 321. per annum (Excluding Benefits) (Level 5)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing suppliers' payments and employee's allowances such as cell phone and Subsistence & Travel. Ability to work independently without constant supervision. Knowledge of Public Finance Management Act (PFMA), PERSAL; BAS OR LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Provide support to financial accounting. Manage payments register and check invoices for correctness. Process and capture suppliers' payments including S&T and Cell phone claims. Scanning and filing of all suppliers' payments. Filing of financial documents including S&T and Cell phone claims. Track suppliers' payments on tracking system. Provide support to auditors and other business units. Attend to general payment queries.
<u>ENQUIRIES</u>	:	Refilwe Matsetela Tel No: 012 845 7283
<u>APPLICATIONS</u>	:	e mail: Recruit2025388@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.

- APPLICATIONS** : Applications can be submitted in the following ways: (1) by email, using the relevant email address and quoting the reference number in the subject line, (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically.
- FOR ATTENTION** : Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 11 July 2025
- NOTE** : Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verification. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post(s). The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 22/85** : **DIRECTOR: ACADEMIC AFFAIRS REF NO: NSG 14/2025**
(Three-year fixed term contract).
Job Purpose: To provide effective, efficient, and seamless services between faculties, academic partners, and non-faculty functions in designing and delivering academic programmes that align with academic and accreditation standards
- SALARY** : R1 216 824 – R1433 355 per annum, all-inclusive remuneration package at (Level 13)
- CENTRE** : Pretoria.
- REQUIREMENTS** : A minimum of bachelor's degree or equivalent (NQF level 7) in education, quality management or a related field. A master's degree or equivalent (NQF level 9) or a doctoral degree in education, quality management, or a related field will be an added advantage. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: 5 years of experience at a middle/senior managerial level and proven relevant experience. Working experience in the academic environment and demonstrated experience developing academic programmes to meet specified requirements. Experience working in higher and further education environments. Knowledge: In-depth knowledge of and experience in academic affairs in a higher education institution. In-depth knowledge and experience of designing higher education programmes and qualifications and conducting

research. Expert knowledge of decolonizing, transformational and participatory pedagogies. In-depth knowledge of the education landscape and capacity-building needs. Expert knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Skills Development Act, Public Finance Management Act, National Qualifications Framework Act, Higher Education and Training Act, and Further Education and Training Act). In-depth experience and knowledge of professional bodies/ associations and regulatory body requirements ("such as" South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practices, cutting-edge academic design, and delivery. Expert understanding of project management cycle, methodologies, and tools. Skills: Advanced research and project management skills. Digital skills for developing and facilitating digital programmes. Ability to conceptualize, design and develop academic programmes. Competencies Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor, and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes by generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to implement new initiatives and deliver on service delivery commitments successfully. Must be able to promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions on time. Manage and encourage people, optimise their outputs, and effectively manage relationships to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas clearly and concisely, which is appropriate for the audience to explain, persuade, convince, and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Lifelong learning in professional development growth activities is needed to maintain professional knowledge and stay current with academic trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Lead innovative approaches to transform the faculty's core business/teaching and learning. Stay informed of current practices and standards relevant to the different fields of study to ensure that graduates develop relevant competencies. Stay informed of regulatory and accreditation requirements, such as SAQA, NQF, CHE, and QCTO, that apply to academic programmes. Evaluate information about program results, stakeholder input, and student performance. Write research reports and present the findings and offer data-driven for programme and policy enhancements. Benchmark with different peer institutions to compare academic programmes and identify successful practices and improvement areas to enhance the programmes' quality. Continuously monitor and research the public administration educational landscape to inform the academic content when designing programmes that will be competitive and attractive for the NSG target audiences. Manage the drafting and review of general and programme-specific Faculty policies and rules for consideration, managing the implementation of Faculty and general policies, rules, strategies, plans, and processes (Workload and allocation, programme and qualification design, recruitment for lecturing staff). Design appropriate policies and procedures for RPL, including the identification, documentation, assessment, evaluation, and transcription of prior learning against specified learning outcomes so that they can be articulated with current programmes and qualifications. Design assessment instruments for RPL following the institution's policies on fair and transparent assessment. Support Faculty-specific policies and initiatives collaboratively with departments to promote access, throughput, curriculum, assessment and quality assurance.

Collaborate with other business units to provide comprehensive academic support, including academic guidance and policy interpretation, and work closely with programme managers to make faculty recruitment and evaluation decisions. Undertake annual updates to the relevant frameworks and SOPs to keep pace with change and new and innovative working methods. Manage quality standards and benchmarks for academic programmes, ensuring alignment with organisational goals and external accrediting bodies' requirements. Establish processes for continuously reviewing and evaluating academic qualifications to ensure the design and content are relevant and currency. Establish a system for interdisciplinary collaboration and integration across faculties to ensure a comprehensive programme mix. Contribute to the quality assurance process and standards to qualification development and application processes. Research and apply innovative andrological approaches and learning resources in designing and developing academic resources. Manage academic affairs for the faculty, including allocations of workload, leave, and support of relevant training. Manage and facilitate the academic programme reviews for re-accreditation and assessment standards and requirements to comply with the Quality Council's requirements. Lead the setting of the faculty academic programme calendar and development of class schedules, including academic orientation, class registration, semester timetable and final examination timetable. Provide advice and guidance on the standards and compliance set by Quality Councils (CHE & QCTO) for all academic programmes. Maintains targets, implementation plans, ways of monitoring progress and evaluating impact, and mechanisms for feedback and improvement. Lead project and reference teams to manage and sustain academic assessment compliance processes. Manage the internal assessment of student learning achievements by academic staff responsible for teaching a course/module of the programme in a system that includes internal moderation. Manage internal and external moderation of students' learning achievements by appropriately qualified personnel. Integrate new principles of teaching and learning to guide the development of contact, virtual and online academic programmes. Manage compliance with professional or statutory body accreditation standards during the delivery of programmes. Manage cross-faculty affairs as a focal point for internal services and external academic partners. Develop mechanisms to ensure that teaching and learning methods are appropriate for designing and using learning materials and instructional and learning technology. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support the NSG leadership in establishing a reputation for excellence and provide advice on partnerships and changes in government or industry regulations affecting the academic provision. Participate in NSG internal quality assurance committee meetings and present programmes and qualifications for quality assurance and accreditation. Identify and foster partnerships or funding opportunities to support the academic design and delivery. Represent NSG in external academic forums and structures. Support and lead in domestic and global partnerships with HEIs and other institutions to undertake research and joint academic work. Keep thorough records of the qualifications' development process, including learning outcomes, curriculum maps, assessment schedules, and programme evaluations. Develop presentations and reports to inform senior leadership and stakeholders on developments, conclusions, and suggestions. Lead, direct and manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and directorate requirements, including quarterly performance reporting. Manage the budget allocated to the directorate, including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the directorate and mitigation plans, including business continuity plans. Manage a team of employees expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

ENQUIRIES
APPLICATIONS

: Mpho Mugodo Tel No: (012) 441 6017
: E-mail to Recruitment.MMSMS@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/86

: **DEPUTY DIRECTOR: DIGITAL INSTRUCTIONAL DESIGN REF NO: NSG 15/2025.**
(one-year fixed-term contract).

Job Purpose: To design and develop engaging and effective digital instructional materials to deliver education, training, and development (ETD) interventions by the National School of Government.

<u>SALARY</u>	:	R896 436 per annum (An inclusive remuneration package commencing at (Level 11)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's degree or equivalent (NQF level 7) in Digital Content Creation, Digital Media or Graphic Design or fields directly related. A relevant credential in digital learning or related. Registration with a relevant professional body will be an advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: At least five (5) years of proven experience in a graphic design/ digital content creation/delivery/ information design/ digital technology environment or related. Experience working in higher and further education environment with three (3) years at the supervisory/ management (ASD) level will be an advantage. Knowledge: Knowledge of the Constitution, social justice principles, and citizens' development needs. In-depth theoretical and practical knowledge of the education, training, and development environment, particularly curriculum and quality management. In-depth knowledge of online curriculum design and ability to re-engineer curriculum processes and tools to meet increasing and changing demands. Extensive theoretical and practical knowledge of digital or graphic design, social media and web content management, and tools. Extensive knowledge of instructional design methodologies, adult learning principles, and learning theories ("such as" ADDIE, SAM, Bloom's Taxonomy, Gagne's Nine Events of Instruction). Ability to apply e-learning standards and accessibility guidelines ("such as" SCORM, WCAG). Ability to use Photoshop, Articulate Rise, Canva, Final Cut Pro, and other media editing software. Must be competent and highly experienced in building online learning content on platforms such as Moodle and similar LMS systems. Knowledge of educational regulations and standards, including those related to privacy, data security, and intellectual property. Knowledge of various applicable legislative frameworks, including but not limited to the Public Service Act, Public Administration Management Act, Public/ Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act. Knowledge of professional bodies and regulatory body requirements ("such as" South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software. Batho Pele principles. Competencies: Applied Strategic Thinking. Applying Technology and Innovation. Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Managing Interpersonal Conflict and Resolving Problems: Planning and Organising. Problem Solving and Decision Making: Project Management: Impact and influence: Networking and building bonds. Personal Attributes Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours when required.
<u>DUTIES</u>	:	The incumbent will be responsible for the following Key Results Areas: Plan and implement a design plan for the design, development, and deployment of digital learning initiatives including modules, instructional videos, and digital materials. Design innovative and engaging digital learning experiences, utilising a blend of instructional design theories, practices, and video editing tools. Evaluate and enhance the effectiveness of digital learning content, instructional videos, and digital materials through systematic feedback and analytics-driven improvements. Identify and adopt emerging trends and technologies in digital learning to ensure cutting-edge instructional design. Use educational technologies to create interactive content for a variety of learning objects (quizzes, scenarios, videos, case studies, interactive simulations and gamification). Use plagiarism checks where appropriate. Create and produce of instructional materials, ensuring alignment with educational goals and learner engagement. Prioritise the integration of interactive elements and gamification techniques to maximize user engagement and knowledge

retention. Design and develop high-quality simulations and digital learning resources, meeting the needs of diverse learners. Apply a variety of digital learning software in developing online learning content and interactive activities. Employ advanced simulation and digital material design software to produce realistic and impactful learning environments. Facilitate the development of video production and game design to create immersive instructional videos and learning games that support a variety of instructional strategies. Participate in cross-functional teams in the design processes to enhance the educational experience. Ensure that all digital learning resources are user-friendly, accessible, and meet the highest standards of educational effectiveness. Foster a culture of continuous learning and improvement by incorporating feedback and latest instructional design research into the creation of interactive learning resources. Implement robust evaluation methods for all digital learning interventions to measure success and identify areas for improvement. Maintain a proactive approach to staying abreast of the latest instructional technologies and learning science research to inform digital learning strategies. Collaborate effectively with technology teams to enhance digital learning platforms with new features and capabilities. Apply data-driven insights to refine gamification elements and simulation scenarios for optimal user engagement. Provide guidance in the adoption and scaling of educational technologies that can support adaptive and personalized learning experiences. Cultivate expertise in digital learning analytics to guide strategic decisions and foster a culture of evidence-based instructional design. Participate in cross-functional teams in the design processes to enhance the educational experience such as collaboration with subject matter experts, facilitators, and other stakeholders to develop relevant and engaging digital learning content. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Develop appropriate strategies and plans for achieving performance targets and sub-directorate requirements, including quarterly performance reporting.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: E-mail to Recruitment.MMS1@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/87

: **DEPUTY DIRECTOR: SENIOR MANAGEMENT PROFESSIONALISATION:
EXECUTIVE DEVELOPMENT PROGRAMME REF NO: NSG 16/2025.**
(one-year fixed term contract).

Job Purpose: To review the course content of the Executive Development Programme (EDP) and project manage the development into formal qualification(s) that support senior management's Professionalisation.

SALARY

: R896 436 per annum (An inclusive remuneration package commencing at (Level 11)

**CENTRE
REQUIREMENTS**

: Pretoria.
: A bachelor's degree (NQF Level 7) in the field of Curriculum Development, instructional design, Education, Capacity Development, or a related field. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: 5 years' practical experience in roles such as programme manager, curriculum developer, faculty member, or consultant in executive education programmes. Knowledge: Good knowledge of and experience in programme accreditation. Understanding and implementing the QCTO and CHE policies and procedures for programme accreditation. Knowledge of and experience in project management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act). Understanding principles and practices of educational leadership and administration, including curriculum development, programme management, accreditation standards, and regulatory requirements. In-depth knowledge of executive development methodologies, best practices, and emerging trends in leadership development, talent management, and organisational learning. Understanding formal qualification frameworks, standards, and accreditation processes relevant to executive education and leadership development programmes. Knowledge management: Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Expertise in curriculum design, including defining learning objectives, selecting

appropriate instructional methods, designing assessments, and integrating real-world applications into the curriculum. Knowledge of quality assurance processes, accreditation standards, and compliance requirements for educational programmes, ensuring that programmes meet established standards and criteria. Batho-Pele. Competencies: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Developing Others: Diversity Management. Team Leadership: Managing Interpersonal Conflict and Resolving Problems: Planning and Organising. Problem Solving and Decision Making: Project Management: Impact and influence: Networking and building bonds. Personal Attributes Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office when required.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Conduct a comprehensive analysis of the current curriculum to assess its strengths, weaknesses, and areas for improvement. Review course objectives, content, structure, sequencing, and assessment methods. Ensure that the EDP curriculum aligns with relevant academic standards, industry requirements, and accreditation criteria. Define the intended learning outcomes for each course or qualification within the curriculum. Map the existing EDP course content to formal qualifications, certifications, or credentials to determine how effectively it addresses the requirements and competencies outlined in those qualifications. Revise and update EDP course content, materials, and activities as needed to ensure accuracy, and relevance. Document the outcomes of the curriculum review process, including any changes or updates made to the curriculum, rationale behind those changes, and the expected impact on student learning and outcomes. Develop a plan for the implementation of the revised curriculum, including timelines, resource allocation, NSG's development initiatives, and communication strategies. Conduct comprehensive evaluations of educational programmes to assess their compliance with established standards and criteria. Engage external experts and stakeholders, such as accrediting bodies, industry professionals, and academic peers, to review and validate the quality of educational programmes and qualifications. Participate in accreditation processes facilitated by accrediting bodies or regulatory agencies responsible for overseeing educational quality. Collaborate with the Chief Directorate: Quality Assurance and Accreditation to implement quality assurance measures to maintain the integrity and rigor of the curriculum. Promote transparency and accountability in quality assurance processes by communicating outcomes, decisions, and accreditation statuses to stakeholders. Develop and Implement processes to monitor and evaluate the quality of executive development programmes throughout their lifecycle. Design assessment strategies and tools to measure participant learning and achievement of programme outcomes. Establish mechanisms for ongoing evaluation and improvement of executive development programmes by accrediting bodies, industry experts, employers, and other stakeholders. Collaborate with industry partners, educational institutions, professional associations, and other stakeholders to enhance the quality and relevance of executive development programmes. Identify and establish partnerships with educational institutions, industry organizations, professional associations, and relevant stakeholders involved in the field of study or industry related to the formal qualifications. Establish articulation agreements with other educational institutions to facilitate the transfer of credits between programmes. Collaborate with monitoring and evaluation business unit to align executive development programmes with industry needs and ensure that graduates possess the skills and competencies required for employment. Initiate collaborative research projects with industry partners or other educational institutions to explore relevant topics, address industry challenges, and contribute to the advancement of knowledge in the field. Participate in networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal and external management structures and forums.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017

<u>APPLICATIONS</u>	:	E-mail to Recruitment.MMS2@thensg.gov.za , or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.
<u>POST 22/88</u>	:	<p><u>DEPUTY DIRECTOR: SENIOR MANAGEMENT PROFESSIONALISATION: HUMAN RESOURCE PROGRAMME REF NO: NSG 17/2025.</u></p> <p>(One-year fixed term contract).</p> <p>Job Purpose: To review the course content of human resource programmes (HRP) and project manage the development into formal qualification(s) that support senior management Professionalisation</p>
<u>SALARY</u>	:	R896 436 per annum (An inclusive remuneration package commencing at (Level 11)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	<p>A bachelor's degree (NQF Level 7) in Curriculum Development, Instructional Design, Education, Capacity Development, or a related field. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: 5 years' practical experience in roles such as programme manager, curriculum developer, faculty member, or consultant in human resource programmes. Knowledge: Good knowledge of and experience in programme accreditation. Understanding and implementing the QCTO and CHE policies and procedures for programme accreditation. Knowledge of and experience in project management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act, Public Administration Management Act, Public Finance Management Act). Good understanding of Project management cycle, methodologies, and tools. Understanding principles and practices of educational leadership and administration, including curriculum development, programme management, accreditation standards, and regulatory requirements. In-depth knowledge of HR management and development methodologies, best practices, and emerging trends in leadership development, talent management, and organisational learning. Understanding formal qualification frameworks, standards, and accreditation processes relevant to human resource education and leadership development programmes. Knowledge management: Must be able to promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Expertise in curriculum design, including defining learning objectives, selecting appropriate instructional methods, designing assessments, and integrating real-world applications into the curriculum. Knowledge of quality assurance processes, accreditation standards, and compliance requirements for educational programmes, ensuring that programmes meet established standards and criteria. Batho-Pele Competencies: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Developing Others: Diversity Management. Team Leadership: Managing Interpersonal Conflict and Resolving Problems: Planning and Organising. Problem Solving and Decision Making: Project Management: Impact and influence: Networking and building bonds. Personal Attributes Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including time away from office.</p>
<u>DUTIES</u>	:	The incumbent will be responsible for the following Key Results Areas: Conduct a comprehensive analysis of the current curriculum to assess its strengths, weaknesses, and areas for improvement. Review course objectives, content, structure, sequencing, and assessment methods. Ensure that the curriculum aligns with relevant academic standards, industry requirements, and accreditation criteria. Define the intended learning outcomes for each course or qualification within the curriculum. Map the existing course content to formal qualifications, certifications, or credentials to determine how effectively it addresses the requirements and competencies outlined in those qualifications.

Revise and update course content, materials, and activities as needed to ensure accuracy and relevance. Document the outcomes of the curriculum review process, including any changes or updates made to the curriculum, rationale behind those changes, and the expected impact on student learning and outcomes. Develop a plan for the implementation of the revised curriculum, including timelines, resource allocation, NSG's development initiatives, and communication strategies. Conduct comprehensive evaluations of educational programmes to assess their compliance with established standards and criteria. Engage external experts and stakeholders, such as accrediting bodies, industry professionals, and academic peers, to review and validate the quality of educational programmes and qualifications. Participate in accreditation processes facilitated by accrediting bodies or regulatory agencies responsible for overseeing educational quality. Collaborate with the Chief Directorate: Quality Assurance and Accreditation to implement quality assurance measures to maintain the integrity and rigor of the curriculum. Promote transparency and accountability in quality assurance processes by communicating outcomes, decisions, and accreditation statuses to stakeholders. Develop and implement processes to monitor and evaluate the quality of executive development programmes throughout their lifecycle. Design assessment strategies and tools to measure participant learning and achievement of programme outcomes. Establish mechanisms for ongoing evaluation and improvement of Human Resource Programme. Seek external review and validation of executive development programmes by accrediting bodies, industry experts, employers, and other stakeholders. Collaborate with industry partners, educational institutions, professional associations, and other stakeholders to enhance the quality and relevance of Human Resource Programmes. Identify and establish partnerships with educational institutions, industry organizations, professional associations, and relevant stakeholders involved in the field of study or industry related to the formal qualifications. Establish articulation agreements with other educational institutions to facilitate the transfer of credits between programmes. Collaborate with monitoring and evaluation business unit to align executive development programmes with industry needs and ensure that graduates possess the skills and competencies required for employment. Initiate collaborative research projects with industry partners or other educational institutions to explore relevant topics, address industry challenges, and contribute to the advancement of knowledge in the field. Participate in networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal and external management structures and forums.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: E-mail to Recruitment.MMS3@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/89

: **DEPUTY DIRECTOR: RESEARCH & SPECIAL PROJECTS REF NO: NSG 18/2025**
(One-year fixed term contract).

SALARY

: R896 436 per annum (An inclusive remuneration package commencing at (Level 11)

**CENTRE
REQUIREMENTS**

: Pretoria.
: A bachelor's degree (NQF Level 7) in the field of Economics, Data Science, Project Management, or Demography. Post-graduate qualification Economic or Management Sciences will be an added advantage. 5 years' practical experience in research and/or project management, of which 3 years' must be managing or supervising. Experience in academic writing, publishing of papers and presentation. Knowledge: Knowledge and understanding of public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act). Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Statistical data analysis techniques. Advanced knowledge of multi-disciplinary research and research environments. Policy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. Competencies/skills: Strong interpersonal skills. Problem-solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent Project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. Personal Attributes: Participate in professional development growth

activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including time away from office.

DUTIES

: Undertake research towards building state capacity and informing strategic decision making. Manage identified research projects to inform education, training, and development (ETD) solutions. Submit articles and edit academic journal for publication to generate knowledge and enhance the reputation of the NSG. Forecast state capacity trends to inform current and future needs for the National School of Government. Develop academic papers, presentations and publication for domestic and international workshops, conferences, seminars, webinars, and meetings. Analyse strategic and priority performance areas for the NSG, in liaison with relevant line managers, and provide advice to the Principal. Create and disseminate knowledge through workshops, colloquia, conferences, and publications, including facilitation. Develop a stakeholder matrix and schedule to manage key strategic engagements to be undertaken by the Principal. Support the Principal in opportunities towards enhancing the NSG brand and profile, as well as those related to ETD interventions ((“such as” meetings with partners and sponsors). Participate in stakeholder networks and multi-sector relationships that serve the interests of the NSG. Liaise with line managers for the planning and signing of MoUs/ MoAs with domestic and international parties. Provide protocol support when hosting individuals and delegations in the NSG. Support projects and activities towards the implementation of the National Framework towards the Professionalisation of the Public Sector. Collaborate with higher education institutions, organs of state, research institutes and professional bodies as may be required in building state capacity. Manage a variety of projects or events on behalf of the Principal and execute high-level project tasks. Incubate and implement innovative and specialised programmes towards attracting new clients and building long-term relationships. Monitor the commitments set out in the Principal's performance agreement and provide quarterly progress update. Support the Principal in organisational engagements that promote cohesion, culture, transformation and performance, including engagements with organised labour. Support the Principal in the participation in internal, inter- and sector governance structures, including attendance of meetings, preparation of documentation and reporting. Provide support to the Principal in relation to preparation and coordination of activities relating to FOSAD, GSCID Cluster, HRD Council and other structures. Support the co-ordination of parliamentary questions and responses, engagements with parliamentary committees as well as Cabinet matters. Build and maintain relationships with intergovernmental partners. Provide secretariat support to IGR structures, as may be required. Support opportunities towards enhancing the brand positioning and reputation of the NSG domestically and internationally. Participate in networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal and external management structures and forums.

ENQUIRIES **APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS4@thensg.gov.za

OFFICE OF THE CHIEF JUSTICE

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

- CLOSING DATE** : 11 July 2025
- APPLICATIONS** : Free State/Supreme Court of Appeal: 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
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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

OTHER POSTS

- POST 22/90** : **COURT MANAGER, REF NO: 2025/151/OCJ**
- SALARY** : R896 436 – 1 055 958 per annum (Salary Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal
- REQUIREMENTS** : Grade 12 and three-year National Diploma/Degree in Management, Public Administration or legal qualification or related qualification at NQF level 6 (360 credits) as recognised by SAQA. An exposure in a court environment. A degree

		in Management or Administration or legal qualification at NQF level 7 will serve as an added advantage. A minimum of six (6) years' experience of which three (3) years should be at assistant director/junior management level. A valid driver's license. Skills And Competencies: Knowledge of Human Resource Management, Financial Management, Asset Management and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership. Effective communications skills. Strategic thinker. Time management and ability to work under pressure.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the Supreme Court of Appeal to optimally deliver on the OCJ mandate. Provide support to management of Case Flow. Manage service level agreements and contracts. Provide integrated human resource management and management services in the court. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the court and enhance judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the judiciary.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Adv. W. Lambley Tel No: (010) 493 2561 HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/151/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental employment equity goals.
<u>POST 22/91</u>	:	<u>LAW RESEARCHER, REF NO: 2025/153/OCJ (13 POSTS)</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 9). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Supreme Court of Appeal (SCA)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. LLB degree or a four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license. Exposure in the SCA court environment will be an added advantage. 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
<u>DUTIES</u>	:	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. Proofread 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 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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S. Collins Tel No: (051) 492 4623 HR Related Enquiries; Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/153/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 22/92</u>	:	<u>JUDGES SECRETARY, REF NO: 2025/154/OCJ (12 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 7). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal
<u>SALARY</u>	:	R325 101 – R382 959.per annum
<u>REQUIREMENTS</u>	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB or Bachelor Law Degree and results must accompany the application. A minimum of two (2) years secretarial experience. A valid driver's license. LLB Degree will serve as an added advantage. Exposure in the SCA court environment will be an added advantage. 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 detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Office) and research capabilities.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that the appointments and meetings of the judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed judgments and orders handed down in court or virtually are sent to the typist and the library (judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the judge is ordered and collected. To ensure that the court files are ready and the judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the reviews register is up to date and signed on receipt and return of reviews to the Review Clerk. To ensure that the register/template of the reserved judgment is updated notifying the Statistics Officer as well as the office of the 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. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them of how the judgment will be handed down. To ensure that the bench book of the judge is prepared and files are in court before the court starts or before the judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before judge can allow parties to start with their matters. 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 the judge in court. To ensure that all travel and accommodation arrangements are in order and made on time. To ensure that the judge's logbook is submitted on or before the 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and/or service. To remind the judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of cell phone and data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer. Adhere to prescripts, policies, procedures and guidelines.

ENQUIRIES

: Technical enquiries: Ms M.D Maluleke Tel No: (051) 492 4623
HR Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

APPLICATIONS NOTE

: Applications can be sent via email at 2025/154/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the employment equity goals.

POST 22/93

: **REGISTRAR, REF NO: 2025/155/OCJ (2 POSTS)**

SALARY

: MR3: R324 579 – R371 121.per annum
MR4: R388 392 – R444 075.per annum
MR5: R464 634 – R1 111 323.per annum. 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.

CENTRE REQUIREMENTS

: Supreme Court Of Appeal
: Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. (MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - 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

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S.R Basson Tel No: (051) 492 4623 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/155/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 22/94</u>	:	<u>HANDYMAN, REF NO: 2025/156/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810.per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. Grade 12 and a qualification in plumbing, electrical or carpentry will be an added advantage. General maintenance experience will be an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Computer literacy. Communication skills. Ability to work as part of a team. Reliability. Problem solving skills. Innovation. Ability to work independently.
<u>DUTIES</u>	:	Perform minor general building maintenance. Attend to minor plumbing, electrical and general handyman duties. Conduct routine inspections of the building on a weekly and monthly basis. Report unauthorized movement of equipment. Report all damage to property and assets.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/156/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

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

MANAGEMENT ECHELON**POST 22/96**

- : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: 110725/01**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Water And Sanitation Services Management, Kwazulu-Natal Cd:
Provincial Operations, Kwazulu-Natal

SALARY
CENTRE
REQUIREMENTS

- : R1 436 022 per annum (Level 14) (All-inclusive salary package)
- : KZN (Durban)
- : A Bachelor's degree in Natural Sciences or Environmental / Agriculture / Engineering / Economic Science or Hydrology at NQF 7. An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or equivalent will be an added advantage. Five (5) years Senior Management level experience in a Water and Sanitation related environment. The disclosure of a valid unexpired driver's license. Understanding of Water and Sanitation Engineering and river systems (dams, rivers, pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of industrial relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES

- : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDG's, DG, Deputy Minister and Minister. Manage special programmes and institutional development. Effective Human Resources Management.

ENQUIRIES
APPLICATIONS

- : Ms Gomolemo Matshego Tel No: (012) 336 7858
- : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 22/97

- : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 110725/02**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Corporate Support Services Cd: Human Resource Management Dir:
Recruitment and Selection

<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resources Management or equivalent qualification. Three (3) to five (5) years supervisory experience in Recruitment and Selection. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Practical experience in recruitment, selection and appointment procedures. Knowledge in HR Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem-solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory services to line managers on recruitment and selection. Assist in HR Planning. Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management accordingly. Management of Human Resources which include, inter alia (training, mentoring, development, performance management, and work allocation). Effective management of staff. Drafting of advertisements and development of policies. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Mr. LM Banda, Tel No: (012) 336 8732
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 22/98</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC AUDIT (INVESTIGATIONS) REF NO: 110725/03</u> Branch: Director-General Cd: Internal Audit Dir: Forensic Investigations and Quality Assurance
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification in Accounting / Auditing (Internal or External Auditing /Forensic Investigations/ Fraud Examination) / LLB Degree (forensic stream). Three (3) to five (5) years' experience in Auditing/ Forensic Investigations. The disclosure of a valid unexpired driver's license. A post graduate qualification in Auditing/Investigations/Forensic Auditing or certification as a CFE, CIA, CA, FP(SA) will serve as added advantages. Sound knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Protected Disclosures Act (PDA), Prevention Organised Crimes Act (POCA), Protection of Access to information Act (PAIA), Public Service Anti-Corruption Strategy and Anti- Corruption and Fraud Prevention measures and other public service legislative framework. Computer Literacy. Good communication skills (Written and Verbal). Presentation. Analytical. People Management. Problem solving. Client orientation and customer focus. Administrative and clerical procedures and systems. Knowledge of government financial systems. Willingness and ability to travel. Willingness to work long hours.
<u>DUTIES</u>	:	Conduct fraud awareness campaigns. Conduct forensic investigations on assigned in compliance with the approved forensic investigations methodology and ACFE standards. Report on investigation results accordingly. Represent the Department by testifying in disciplinary, criminal or civil recovery proceedings when required. Supervise and review the work of forensic investigation teams. Provide guidance on investigative approach to forensic investigations teams. Monitor forensic investigation teams' work progress ensuring compliance with project timelines. Prepare, consolidate and keep investigation progress/status reports up to date for monthly and quarterly reporting to management and relevant committees. Follow-up on implementation of investigation recommendations. Liaise with other directorates and law-enforcement agencies on referred matters. Ensure constant update of TeamMate files and compliance with Quality Assurance standards/requirements. Ensure proper case administration on the TeamMate audit system. Provide input and contribute to the development and implementation of the Department's Fraud Prevention and Anti-Corruption

		strategy. Assist the Directorate with Financial management, management of Human Resources, Project Management and Performance Management.
<u>ENQUIRIES</u>	:	Ms SR Toto, Tel 012 336 8228.
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 22/99</u>	:	<u>SENIOR INTERNAL AUDITOR (FORENSIC INVESTIGATIONS) REF NO: 110725/04</u> Branch: Director-General Cd: Internal Audit Sub-Directorate: Forensic Investigations
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Accounting / Auditing / Forensic Auditing/ Forensic Investigations/Law. A minimum of two (2) to (4) four years' experience in External or Internal Auditing/Forensic Audits/Investigations. Candidates must have/clearly demonstrate relevant experience and duration in conducting forensic audits/investigations. Knowledge of principles and practices of financial accounting. A valid driver's licence. Completion of or studying towards a post graduate qualification in Auditing or Forensic Auditing/CFE/FP(SA) will serve as an added advantage. Knowledge of government financial systems. Computer Literacy. Good communication skills (Written and Verbal). Presentation skills. Problem Solving skills. Client Orientation. Administrative and Clerical Procedures and Systems. Willingness and ability to travel. Willingness to work long hours.
<u>DUTIES</u>	:	Conduct investigations into allegations of fraud and corruption within the prescribed time frames. Performing the planning, execution, and reporting phases of assigned forensic investigations in accordance with ACFE standards. Compile preliminary and detailed forensic reports in line with the approved forensic methodology and quality assurance standards. Gather documentation and maintain/compile a comprehensive record of completed investigations and other evidence. Conduct investigative interviews. Prepare monthly reports on the status of assigned investigations. Participate in fraud awareness and ethics promotion programmes within the Department. Testifying in disciplinary, criminal and civil proceedings as and when required on behalf of the Department. Conduct monthly follow-ups on implementation of recommendations. Contribute to the overall Departmental Fraud Prevention/Anti- Corruption Strategy. Provide secretariat services during investigations and administrative support to the Directorate. Complete weekly/monthly time sheets. Supervise Interns. Communicate with stakeholders and other law enforcement agencies on the reported cases.
<u>ENQUIRIES</u>	:	Ms. SR Toto, Tel No: (012) 336 8228
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/