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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2025

DATE ISSUED: 08 AUGUST 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF RAODS AND TRANSPORT:** Kindly note that the following post of Administrative Clerk (X5 Posts): Provincial Regulatory Entity with Ref No: Refs/023112, advertised in Public Service Vacancy Circular 27 dated 01 August 2025, have been withdrawn.

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DEPARTMENT OF DEFENCE

- CLOSING DATE** : 22 August 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 28/01** : **MEDICAL OFFICER (GRADE 1 – 3) REF NO: SG/02/28/25/01 (X5 POSTS)**
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(All-inclusive package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 1 Military Hospital, Thaba Tshwane, Pretoria.
- DUTIES** : Applicable degree, MBChB or equivalent registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Computer literacy is essential.
- DUTIES** : Provide a Medical Service at 1 Military Hospital. Manage patients both as in an outpatients and be able to manage emergencies. Supervise junior medical officers and interns in training. Liaise with relevant referral departments and participate in academic teaching and lectures. Ensure participation in an active CPD program that is run within and outside of the hospital. Manage the referral system of the department within and outside of the hospital within specific treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel (Lt Col) A.E. Khorommbi Tel No: (012) 314 0355
Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane, 0143 or hand deliver to 1 Military Hospital, Voortrekker Road, Pretoria or email to Azwimbavhi.Khorommbi@dod.mil.za.

<u>POST 28/02</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 - 2 REF NO: SG/02/28/25/02</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (All-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
	:	MBChB degree and specialised in the field of internal Medicine and registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Specialist in Internal Medicine. The registration with the HPCSA must be current. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an internal Medicine Service to 1 Military Hospital. Manage patients both as in an out patients and be able to manage emergencies. Supervise junior medical officers and interns in training. Ensure participation in an active CPD program that is run within and outside of the hospital within treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel (Lt Col) A.E. Khorommbi Tel No: (012) 314 0355
	:	Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane, 0143 or hand deliver to 1 Military Hospital, Voortrekker road, Pretoria or email to Azwimbavhi.Khorommbi@dod.mil.za .

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 22 August 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

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

ERRATUM: Kindly take note that the advertised posts of UIF Claims Officer: Paymaster with Ref No: HR4/4/7/51 (X73 Posts), UIF Claims Officer: Assessment with Ref No: HR4/4/7/52 (X76 Posts), UIF Claims Officer: Employer Services with Ref No: HR4/4/7/53 (X80 Posts), UIF Client Service Officer with Ref No: HR4/4/7/54 (X120 Posts), Client Service Officer: Quality Assurer with Ref No: HR/4/4/7/55 (X118 Posts), Client Service Officer: Inspection and Enforcement Services (IES) with Ref No: HR/4/4/7/56 (X8 Posts), Client Service Officer: PES with Ref No: HR/4/4/7/57 (X5 Posts) under the Provincial Office Mpumalanga are being withdrawn. These posts were

advertised on the Public Service Vacancy Circular 26 dated 25 July 2025 with closing date of 08 August 2025. Sorry for inconveniences. Enquiries: Ms E Baholo Tel No: (013) 655 8700. Sorry for inconveniences

OTHER POSTS

POST 28/03 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/9/38**

SALARY : R582 444 per annum
CENTRE : Labour Centre Gqeberha
REQUIREMENTS : Three (3) year National Diploma (NQF 6) /Undergraduate Bachelor Degree in Environment Health/Hygiene/Occupational Health/Hygiene Analytical Chemistry/Chemical Engineering. Valid driver's licence. Four years (4) years functional experience in Health and Hygiene Inspection services. Knowledge: Department Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Standards, OHS Management System. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Research, Project Management, Innovative, Facilitation, Problem Solving, Interviewing.

DUTIES : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within identified sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr M Ngqolowa Tel No: (041) 506 5000
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X6045, Port Elizabeth 6000, Hand deliver at VSN Centre 116 - 134 Govern Mbeki Street, Port Elizabeth, 6000. Email: Jobs-ECPLZ@labour.gov.za

POST 28/04 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR/4/4/6/03**

SALARY : R397 116 per annum
CENTRE : Labour Centre: East London
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification at NQF6 in Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr. MC Njamela Tel No: (043) 702 7500
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London; Email: Jobs-ECELN@Labour.gov.za

FOR ATTENTION : Deputy Director: Labour Centre Operations

<u>POST 28/05</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/9/27</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Sciences (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's licence. Two (2) years functional experience in Client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Social Plan guidelines, Human Resource Management, ILO Convention, Financial Management, Skills Development Act. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing, Negotiation, Marketing, Networking.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work-seekers. Process requests for International Cross-Border Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work-seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Mr MC Njamela Tel No: (043) 701 7501/02
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200, Hand deliver at Cnr Oxford & Hill Street, East London, 5200. Email: Jobs-ECELN@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section.
<u>POST 28/06</u>	:	<u>ADMINISTRATIVE OFFICER: PES REF NO: HR4/4/9/22</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
<u>DUTIES</u>	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large (provisional) opportunities from key stakeholders and DEL placement services opportunities.
<u>ENQUIRIES</u>	:	Ms NR Ngaki Tel No: (043) 701 3074/76
<u>APPLICATIONS</u>	:	Director: Private Bag X 9005, Provincial Office East London, 5200, Hand deliver at 03 Hill Street East London, 5200. Email: Jobs-EC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section.
<u>POST 28/07</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR-3 TO MR-5) REF NO: HR 5/1/2/3/66 (X4 POSTS)</u>
<u>SALARY</u>	:	R324 579 - R1 111 323 per annum, (OSD)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Four-year qualification (on NQF Level 7) in LLB/BPROC/ BCOMLAW/ BALAW. Admission as an Advocate or Attorney of the High Court of South Africa. 2-8 years' appropriate post qualification legal experience. Knowledge: Compensation Fund business strategies, policies and procedures. Performance Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: COID Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA. Treasury Regulations. Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency.

		Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and Problem solving. Planning and organizing. Team leadership.
<u>DUTIES</u>	:	Draft and vet contracts for the Fund. Handle litigation for and behalf of the Fund. Process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Supervision of staff.
<u>ENQUIRIES</u>	:	Adv LA Shokane at 067 415 4027
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 28/08</u>	:	<u>BCEA INSPECTOR: INSPECTION SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Pietermaritzburg Ref No: HR4/4/5/52 (X2 Posts)
	:	Labour Centre: Port Shepstone Ref No: HR4/4/5/53 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/BCOM Law/LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M September Tel No: (033) 341 5300
	:	Mr S Biyase Tel No: (039) 688 6900
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN21@Labour.gov.za
	:	Deputy Director: Labour Centre Operations: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN23@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 28/09</u>	:	<u>CLIENT SERVICE OFFICER: IES REF NO. HR4/4/6/01</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Cradock Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and 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. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms. N Mkonto Tel No: (048) 881 3010
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@Labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE)**

- APPLICATIONS** : All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33 Corner High & Broster Street, Bethlehem 9700 Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. 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 following communication from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

OTHER POSTS

POST 28/10

FACILITATOR: PANEL BEATING REF NO: MALUTITVET/KWEPB001/2025

College Council Contract Position: 08 Months- Fixed Term Project Contract
Re-advert, please note that this post is re-advertised and applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

- : R269 499 per annum, (plus 37% in lieu of benefits)
- : Kwetlisong Campus
- : National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade test in Automotive body repair. A minimum of three years' experience in Automotive body repair Industry; Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS Power Point). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.

DUTIES

- : Facilitating. Setting and Marking of Assessments tasks, processing of marks and other related duties. To be accountable to all workshop resources including stock taking all times. Carry out all other duties related to the post. Planning

		and organisation of lessons in the above subject areas. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>POST 28/11</u>	:	<u>FACILITATOR: WELDING REF NO: MALUTITVET/KWEW002/2025</u> College Council Contract Position: 08 Months- Fixed Term Project Contract Re-advert, please note that this post is re-advertised and applicants who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R269 499 per annum (plus 37% in lieu of benefits)
<u>ENTRE</u>	:	Kwetlisoong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade test in Welding.A minimum of three years' experience in Welding Industry; Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.
<u>DUTIES</u>	:	Facilitating. Setting and Marking of assessment tasks, processing of marks and other related duties. To be accountable to all workshop resources, including stock taking all times. Carry out all other duties related to the post. Planning and organising of lessons in the above subject areas. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>POST 28/12</u>	:	<u>FACILITATOR: PANEL BEATING REF NO: MALUTITVET/KWEPB003/2025</u> College Council Contract Position: 12 Months- Fixed Term Project Contract
<u>SALARY</u>	:	R269 499 per annum (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Kwetlisoong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade test in Automotive body repair. A minimum of three years' experience in Automotive body repair Industry; Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.
<u>DUTIES</u>	:	Facilitating. Setting and Marking of Assessments tasks, processing of marks and other related duties. To be accountable to all workshop resources including stock taking all times. Carry out all other duties related to the post. Planning and organisation of lessons in the above subject areas. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732

2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

"DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."

(NATIONAL SKILLS FUND)

<u>APPLICATIONS</u>	:	NSF invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV.A fully completed and signed (electronic signature) Z83 form will be considered.
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	The National Skills Fund would like to invite all qualifying applicants to apply for Graduate and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates in their relevant field of study. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Applicants must apply online on the above link. Applicants must state the field of study applying for, as well as a comprehensive Curriculum Vitae only. 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. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant departmental website link provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, and should not have previously served as a Graduate Interns or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, citizenship and security vetting. Applicants who participated on the internship programme in the past will be disqualified.

INTERNSHIPS AND WIL PROGRAMME FOR 2025/2027

OTHER POSTS

<u>POST 28/13</u>	:	<u>HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: NSF01/08/2025</u>
		Directorate: Human Resource Management and Development
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Human Resources Management/Development
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/14</u>	:	<u>SUPPLY CHAIN MANAGEMENT REF NO: NSF03/08/2025</u>
		Chief Directorate: Chief Financial Officer
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Supply Chain Management/Logistics
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/15</u>	:	<u>SECRETARIAT AND REF NO.: NSF04/08/2025</u>
		Directorate: Legal Governance and Risk Compliance
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/Administration
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/16</u>	:	<u>LEGAL REF NO: NSF06/08/2025</u>
		Directorate: Legal Governance and Risk Compliance
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Bachelor of Law (LLB)
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/17</u>	:	<u>ASSET AND FACILITIES REF NO: NSF07/08/2025</u> Chief Directorate: Chief Financial Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Facility Management/Public Management/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/18</u>	:	<u>REGISTRY REF NO: NSF08/08/2025</u> Directorate: Financial Management & Administration Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Archives & Records Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/19</u>	:	<u>INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: NSF09/08/2025</u> Directorate: Information and Communications Technology & Analytics Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information and Communication Technology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/20</u>	:	<u>INTERNAL AUDIT REF NO: NSF10/08/2025</u> Directorate: Internal Audit Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Internal Audit.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/21</u>	:	<u>OFFICE OF EXECUTIVE OFFICER REF NO: NSF11/08/2025</u> Directorate: Office of Executive Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Management assistant.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/22</u>	:	<u>PUBLIC RELATIONS AND COMMUNICATIONS REF NO: NSF13/08/2025</u> Directorate: Public Relations and Communications Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor 's Degree in Communication/Journalism/ Marketing/ Public Relations/Media Studies

<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/23</u>	:	<u>FINANCE REF NO: NSF15/08/2025</u> Chief Directorate: Chief Financial Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/BCom degree in Accounting/Financial Management/Cost and Management Accounting
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/24</u>	:	<u>OFFICE OF THE CFO REF NO: NSF16/08/2025</u> Chief Directorate: Chief Financial Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Administration
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/25</u>	:	<u>ORGANISATIONAL PERFORMANCE AND REPORTING REF NO: NSF17/08/2025</u> Chief Directorate: Strategy Innovation and Organisation Performance Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Business Administration/Office Management and Technology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/26</u>	:	<u>STRATEGY INNOVATION AND PARTNERSHIP REF NO: NSF18/08/2025</u> Chief Directorate: Strategy Innovation and Organisation Performance Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Business Administration/Office Management and Technology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/27</u>	:	<u>RESEARCH REF NO: NSF19/08/2025</u> Chief Directorate: Strategy Innovation and Organisation Performance Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Bachelor's degree in Statistics/Psychology/Social Sciences/ Research Methodology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/28</u>	:	<u>BURSARIES REF NO: NSF20/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration/ Project Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/29</u>	:	<u>PROGRAMME MONITORING REF NO: NSF22/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/30</u>	:	<u>OFFICE OF CHIEF DIRECTOR: SDI REF NO: NSF24/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration/ Project Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/31</u>	:	<u>QUALITY ASSURANCE REF NO: NSF25/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/32</u>	:	<u>SDI GP/NW/FS REF NO: NSF27/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/33</u>	:	<u>SDI LP/MP REF NO: NSF29/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office

<u>REQUIREMENTS</u>	:	National Diploma / Bachelor degree in Public Management / Administration / Project Management / Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/34</u>	:	<u>SDI LP/MP REF NO: NSF31/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Vhembe and Capricorn Reginal Offices
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/35</u>	:	<u>SDI WC/NC REF NO: NSF32/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Cape Town Reginal Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/Administration/Project Management/Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/36</u>	:	<u>SDI KZN REF NO: NSF34/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Durban and Pietermaritzburg Reginal Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/37</u>	:	<u>SDI EC REF NO: NSF36/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	East London and Gqeberha Reginal Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration / Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/38</u>	:	<u>HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: NSF02/08/2025</u> Directorate: Human Resource Management and Development Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Human Resources Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/39</u>	:	<u>SECRETARIAT REF NO: NSF05/08/2025</u> Directorate: Legal Governance and Risk Compliance Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/40</u>	:	<u>OFFICE OF EXECUTIVE OFFICER REF NO: NSF12/08/2025</u> Directorate: Office of Executive Officer Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Management Assistant
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/41</u>	:	<u>PUBLIC RELATIONS AND COMMUNICATIONS REF NO: NSF14/08/2025</u> Directorate: Public Relations and Communications Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Management Assistant/ Marketing/ Public Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/42</u>	:	<u>BURSARIES REF. NO: NSF21/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/43</u>	:	<u>PROGRAMME MONITORING REF NO: NSF23/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/44</u>	:	<u>QUALITY ASSURANCE REF NO: NSF26/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/45</u>	:	<u>SDI GP/NW/FS REF NO: NSF28/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/46</u>	:	<u>SDI LP/MP REF NO: NSF30/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/47</u>	:	<u>SDI WC/NC REF NO: NSF33/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Cape Town Reginal Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/48</u>	:	<u>SDI KZN REF NO: NSF35/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Durban and Pietermaritzburg Reginal Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/49</u>	:	<u>SDI EC REF NO: NSF37/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	East London and Gqeberha Reginal Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

CLOSING DATE
NOTE

: 29 August 2025 at 16:00 (walk-in) and 23:59 (online)

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being 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 applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Posts of Independent Correctional Centre Visitors (ICCV) also requires a recommendation/nomination as an ICCV by a community organization (not older than six (6) months) and must be attached to your application. 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). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' 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 for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, 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 JICS 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. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. All short-listed candidates for SMS posts will be subjected to a technical

exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competencies-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. JICS is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

MANAGEMENT ECHELON

<u>POST 28/50</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: JI 119/2025</u> Judicial Inspectorate for Correctional Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a senior certificate, A recognised Bachelor's degree or National Diploma in Accounting, Financial Management, or an equivalent qualification at NQF level 7, as accredited by SAQA. At least five (5) years' experience in a middle or senior management role within the finance sector. Technical Knowledge: Comprehensive understanding of financial management practices, In-depth knowledge of the Public Finance Management Act (PFMA), Proficiency in Generally Recognised Accounting Practice (GRAP), Familiarity with the Public Sector legislative framework, including the Public Service Act and its regulations. Core Competencies and Skills: Strategic capability and leadership, Programme and project management, financial management and attention to detail, Change and knowledge management, Service delivery innovation, Problem solving and analytical thinking, People management and empowerment, Strong client orientation and customer focus, Excellent communication skills, Accountability and high standards of ethical conduct. Additional Requirements Valid driver's licence, Successful completion of the Senior Management Service (SMS) Pre-entry Certificate (required prior to final appointment).
<u>DUTIES</u>	:	Lead and direct financial management operations, including budgeting, revenue collection, supply chain, asset management, payroll, and banking, ensuring full compliance with relevant legislation, policies, and agreements. Develop and maintain robust financial and internal control systems aligned with PFMA, GRAP, Treasury Regulations, and applicable frameworks. Formulate and execute cost control strategies; assess financial viability and risks associated with policies, projects, and contractual agreements. Advise executive management on financial strategy and resource allocation; ensure availability of financial resources to support organisational priorities. Oversee accurate and timely financial reporting; manage audit processes and implement corrective measures based on audit findings. Set parameters for cash flow management and guide finance personnel; ensure financial data integrity and operational efficiency. Evaluate and improve service delivery methods; optimise resource allocation to support JICS priorities. Lead and contribute to relevant sections of the Annual Performance Plan (APP) and Annual Report.
<u>ENQUIRIES</u>	:	Mr E Brewis Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/EHzkwG1efwGtsuNn6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

OTHER POSTS

<u>POST 28/51</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 120/2025</u> Directorate: Corporate Services
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a senior certificate, National Diploma/ Degree NQF level 6 as recognized by SAQA in Journalism/Marketing/Public Relations or Media Studies plus at least 5 years' experience in a communication environment. Knowledge of discourse within Criminal Justice.

		Knowledge of latest trends in using social media for corporate benefit. Knowledge of GCIS guidelines for internal communications and website. Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and Financial Regulations, Government Policies and Public Service Regulations. Interpersonal relations. People management, strategic management, diversity management and project management skills. Skilled in problem solving and analysis. Skilled in financial management, Change management and risk management. Skilled in online and internal communication systems. Computer literacy. Skilled in corporate governance. Client orientation and stakeholder engagement skills. Ability to work independently. Ability to working irregular hours and achieving deadlines. Able to work in a team. A valid driver's license.
<u>DUTIES</u>	:	Render internal and external communication services for the JICS. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support. Assist in enhancing the corporate image of the JICS. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department's communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Directorate's strategic outcomes. Application of the legislative and policy guidelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Brewis Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: https://forms.gle/FenwRNGEC51ejLzy9 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/52</u>	:	<u>TRANSPORT OFFICER REF NO: JI 121/2025</u> Office of Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Centurion
	:	Applicants must be in possession of a Grade 12/Senior Certificate, National Diploma in Fleet Management or relevant qualifications/NQF level 6. Knowledge of supply chain management environment. Strong knowledge of fleet management, and government transport policies. Two years of Fleet Management experience. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organizational skills. Ability to work independently. A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support. Vehicle management, monitoring logbooks, coordinating payments for transport accounts. Issuing vehicles, conduct pre- and post-inspection. Maintaining logbooks, petrol cards and car keys and ensuring proper record keeping. Ensuring compliance with government transport and fleet management policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A. Fortuin / Ms T. Tshangana Tel No: (021) 421 1012
	:	Applicants to be submitted through following link: https://forms.gle/gtEu5sBm9hBmYNoQ6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
<u>POST 28/53</u>	:	<u>STATE ACCOUNTANT REF NO: JI 122/2025</u> Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Centurion
	:	Applicants must be in possession of a Grade 12/Senior certificate and National Diploma (NQF 6) in Accounting/Financial Management or relevant qualification within the related field. Minimum of 1 – 3 years' experience in Financial

		Management or related field. Knowledge of financial management, accounting, and business practices. Knowledge of BAS and LOGIS. Computer literate (Ms Word, Excel and Outlook). Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language.
<u>DUTIES</u>	:	The successful candidates will be responsible for facilitating processing of creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare month creditor's accounts. Follow up on creditor queries arising from creditors reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Guide programmes and responsibility managers on budget utilisation.
<u>ENQUIRIES</u>	:	Ms. T Sibanyoni/Ms. R Thompson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/uTnpBDrEJExi3nea7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/54</u>	:	<u>ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 123/2025</u> Inspections and Compliance Monitoring
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/ Senior certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organizing, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
<u>ENQUIRIES</u>	:	Mr L. de Souza / Mr O. Thakadu Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/Sa4fSEDwS91yQj9E7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/55</u>	:	<u>ADMINISTRATION CLERK: MANDATORY REPORTING REF NO: JI 124/2025</u> Inspections and Compliance Monitoring
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organizing, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
<u>ENQUIRIES</u>	:	Mr R Mohlaba Tel No: (021) 421 1012

<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/K4DPFUHdy8C7kdcu6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/56</u>	:	<u>PROVISIONING ADMINISTRATION CLERK – SUPPLY CHAIN MANAGEMENT REF. NO: JI 125/2025 (X2 POSTS)</u> Office of Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Centurion Applicants must be in possession of a Grade 12/ Senior certificate or equivalent. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Service. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support by performing the following tasks: Request and receive quotations; place orders; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A. Fortuin / Ms T. Tshangana Tel No: (021) 421 1012 Applicants to be submitted through following link: https://forms.gle/SDoMUDjbX8LP8x3h7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/57</u>	:	<u>SECRETARY REF NO: JI 126/2025</u> Regional Coordination and Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Centurion Applicants must be in possession of a Grade 12/Senior certificate. Knowledge of administration/secretariat duties. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	The successful candidate will be responsible to serve as the secretary/administrator to Director Management Regions. Answering and screening of telephone calls. Liaise with the Director regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travel and accommodation arrangements. Ensure submission of travel claims for the Directors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012 Applicants to be submitted through following link: https://forms.gle/LECeL5A8XAZefGHr5 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/58</u>	:	<u>ADMINISTRATION CLERK REF NO: JI 127/2025</u> Western Cape Management Region
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Western Cape Applicants must be in possession of a Grade 12 /Senior certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task

		and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties.
<u>ENQUIRIES</u>	:	Mr S Sani Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/ZSWrvCB9eqAbMW5w7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/59</u>	:	<u>MESSENGER/CLEANERS (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Centurion Ref. No: JI 128/2025 Northern Management Region (Centurion) Ref No: JI 129/2025 Central Management Region (Bloemfontein) Ref No: JI 130/2025 KwaZulu-Natal Management Region (Durban) Ref No: JI 131/2025 Eastern Cape Region (East London) Ref No: JI 132/2025 Western Cape Region (Cape Town) Ref No: JI 133/2025
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 or ABET (NQF level1-4) relevant work experience. Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.
<u>DUTIES</u>	:	The incumbent will be responsible for cleaning offices and create an orderly working environment Cleaning GG vehicles and safekeeping of equipment ordering cleaning material Ad-hoc tasks as delegated by the supervisor a driver's license will be an added advantage
<u>ENQUIRIES</u>	:	Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applicants to be submitted through following links or hand delivered to the mentioned addresses: Centurion: https://forms.gle/KX69MTRwhmEK2dfG7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 Northern Management Region (Centurion): https://forms.gle/4iBGUrhym3XRfMV7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046. Central Management Region (Bloemfontein): https://forms.gle/n9vMVXkEbhpErsY7 or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300 KwaZulu-Natal Management Region (Durban): https://forms.gle/vjahfBsw21g3arrS6 or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001 Eastern Cape Region (East London): https://forms.gle/PjQmyScAapT5TtJk6 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200 Western Cape Region (Cape Town): https://forms.gle/JtCsGcYRrCZywor1A or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>POST 28/60</u>	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (X14 POSTS)</u> (36-month contract appointment)
<u>SALARY</u>	:	R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Kwa-Zulu Natal Management Region: Durban Medium A Correctional Centre Ref No: JI 134/2025 Durban Medium C Correctional Centre Ref No: JI 135/2025 Regional Office Ref No: JI 136/2025 Pietermaritzburg (Med A) Correctional Centre Ref No: JI 137/2025 Ixopo Correctional Centre Ref No: JI 138/2025 Utrecht Correctional Centre Ref No: JI 139/2025 Nkandla Correctional Centre Ref No: JI 140/2025 Matatiele Correctional Centre Ref No: JI 141/2025 Central Management Region: Ladybrand Correctional Centre Ref No: JI 142/2025 Eastern Cape Management Region: Middleburg Correctional Centre Ref No: JI 143/2025

Western Cape Management Region:

Buffeljagsrivier Correctional Centre Ref No: JI 144/2025

Helderstroom Max Correctional Centre Ref No: JI 145/2025

Mossel Bay Youth Correctional Centre Ref No: JI 146/2025

Pollsmoor Remand Detention Ref No: JI 147/2025

REQUIREMENTS

: Applicants must be in possession of a Grade 12/Senior certificate. Computer literate and accurate. A recommendation/nomination as an ICCV by a community organization (not older than six (6) months) must be attached to your application. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.

DUTIES

: The successful candidates will be responsible to visit the correctional facility daily and engage with inmates and DCS officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of deaths, segregation, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Handle administrative tasks which include dealing with and capturing of inmate complaints, mandatory matters and detailed report writing.

ENQUIRIES

: Central Management Region: Ms Y Mdlalose Tel No: (051) 430 1954
Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No: (031) 366 1900
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521
Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012
Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

APPLICATIONS

: **KwaZulu Natal:** Submitted online through the links below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.
Durban Medium A Correctional Centre: <https://forms.gle/et8roHSPN9E8fJof8>
Durban Medium C Correctional Centre: <https://forms.gle/yiT1epRy2sSvsj4P8>
Regional Office <https://forms.gle/1JYwLy7jnAqju3qA9>
Pietermaritzburg (Med A) Correctional Centre: <https://forms.gle/idvTQVYv4GLF7VKNA>
Ixopo Correctional Centre: <https://forms.gle/oSimjrKPANvy2rdb7>
Utrecht Correctional Centre: <https://forms.gle/uMAAh3HZUwVUbRfy9>
Nkandla Correctional Centre: <https://forms.gle/sp2ugQUBKmG7nQmV9>
Matatiel Correctional Centre: <https://forms.gle/abXnBs75YXdxqvKw7>
Ladybrand Correctional Centre:
Submitted online through <https://forms.gle/6xwjrqdVNQnxop3Z8> or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300

Eastern Cape Management Region:

Middleburg Correctional Centre: Applicants to be submitted through following link <https://forms.gle/adSaeQjB7SdunYq49> or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

Western Cape Management Region:

Submitted online through the links below or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

Buffeljagsrivier Correctional Centre: <https://forms.gle/TYt99mw69aFC8qMB7>

Helderstroom Max Correctional Centre: <https://forms.gle/JseSZXHh4UGFnHwG7>

Mossel Bay Youth Correctional Centre: <https://forms.gle/MrzXFy515Qr4xpP2A>

Pollsmoor Remand Detention: <https://forms.gle/5PfrwvKvfry4AGaX7>

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** : 25 August 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.
- ERRATUM:** Please note the following corrections regarding the advertised posts in the Public Service Vacancy Circular 27 dated 01 August 2025 with the closing date of 18 August 2025: 1. Assistant Director: Security and Risk Management, Provincial Office, Bloemfontein with Ref No: 25/09FS the years of experience was omitted. It should be read as follows: A minimum of 3 years' experience in Security Management at a supervisory level and the post of Chief Accounting Clerk with Ref No: 2025/35/MP has been withdrawn.

MANAGEMENT ECHELON

- POST 28/61** : **MASTER (HEAD OF OFFICE) REF NO: 25/19/FS**
- SALARY** : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court, Bloemfontein
- REQUIREMENTS** : An undergraduate Legal (LLB) qualification (NQF level 7) as recognized by SAQA or equivalent recognized legal qualification; Nyukela certificate (certificate of entry into Senior Management services from school of governance; 5 years' experience at middle/senior management level; Admittance as an Advocate/Attorney with right of appearance at the High Court; Knowledge of the Foundations of South African law, Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; South African family law, constitutional law, intellectual property, evidence and African Customary Law. Skills and Competencies: Strategic capability and

		leadership; Project and programme management; Financial Management; Change management; Knowledge management; Service Delivery Innovation (SDI); Diversity management; Client Orientation and Customer Focus; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Ms N Dywili at (073) 775 0709
<u>APPLICATIONS</u>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300.

OTHER POSTS

<u>POST 28/62</u>	:	<u>SENIOR FAMILY ADVOCATE – (LP9) REF NO: 25/38/FS</u>
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Bloemfontein
<u>REQUIREMENTS</u>	:	An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence. Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management.
<u>DUTIES</u>	:	Key Performance Areas: Manage the implementation and monitoring the delivery of multi-disciplinary Family Advocate services for children; Manage and monitor the provisioning of forensic and risk social work services. Manage, monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction. Manage and monitor provision of Forensic Social Work services. Monitor and support organizational performance of the Family Advocate services. Provide effective people Management in the office.
<u>ENQUIRIES</u>	:	Ms N Dywili at (073) 775 0709
<u>APPLICATIONS</u>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/63</u>	:	<u>FAMILY ADVOCATE (LP7-LP8) REF NO: 04/25/LMP</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate: Polokwane
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; A valid driver's license. Skills and Competencies: Good communication skills (verbal and writing); Research and investigation; Monitoring and evaluation; Report writing skills; Diversity management; Dispute and Conflict Resolution skills.
<u>DUTIES</u>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interests of the minor child through alternative dispute resolution (ADR) procedures and evaluation; Attend to relevant circuit courts within the province.
<u>ENQUIRIES</u>	:	Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	Direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700

or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or <https://forms.office.com/r/X2XaVPasWu>

<u>POST 28/64</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 05/25/LMP</u>
<u>SALARY</u>	:	R896 436 702 – R1 247 574 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
<u>ENQUIRIES</u>	:	Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	Limpopo, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/65</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 25/87/DG</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma (NQF level 6)/Degree in Office Administration / Public Management / Public Administration / Business Administration as recognized by SAQA or Equivalent; A minimum of 3 years' experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Understanding of the Code of Conduct, applicable legislation (such as Basic Conditions of Employment Act, Labour Relation Act); Knowledge of the Administration of an Office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage strategic administrative support functions; Execute/Coordinate external strategic alliances between the office and other stakeholders; Manage and provide administration support services; Manage general support services in the office; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or https://forms.office.com/r/X2XaVPasWu

<u>POST 28/66</u>	:	<u>SENIOR LECTURER: CIVIL AND FAMILY LAW TRAINING REF NO: 25/82/IDS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Brigitte Mabandla Justice College
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Law/LLB; A minimum of 3 years' experience in lecturing / formal tutoring in law environment in academia of which 3 years must be at supervisory level; Knowledge and understanding of South African higher education systems and regulatory framework, Teaching and Learning theory interventions, Corporate Governance of Justice College Policy Framework and Justice System; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service Delivery Innovation; Problem solving and analysis; People management and empowerment; Communication (verbal and written); Computer literacy; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and facilitate teaching and education for civil and family law programmes; Coordinate and facilitate the provision of student support in civil and family law programmes; Coordinate and conduct academic research and development; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M P Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/67</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY: LP5-LP6 (X5 POSTS)</u>
<u>SALARY</u>	:	R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Polokwane Ref No: 06/25/LMP (X1 Post) State Attorney Thohoyandou Ref No: 07/25/LMP (X1 Post) Office of the State Attorney, Cape Town Ref No: 52/2025/SA/WC (X3 Posts)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the Higher Court, Magistrate Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide supervision and training to other professional staff.
<u>ENQUIRIES</u>	:	Limpopo: Ms. M.P Mongalo Tel No: (015) 287 2037 or Mr. M.I Modiba Tel No: (015) 287 2034 Western Cape: Mr M Koopman Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or: https://forms.office.com/r/X2XaVPasWu

	:	Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or visit https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin
	:	Coloured; Indian; White and People with disabilities. A current certificate of good standing from the relevant Law Society must accompany the application form. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/68</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: NRSO (MR6) REF NO: 25/71/CS</u>
<u>SALARY</u>	:	R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An LLB Degree or a four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Experience in dealing with legislation and litigation of cases pertaining to the NRSO, coordinating training and service delivery improvement programmes; Experience in liaising with other government departments, non- governmental and/or community-based organizations; Knowledge of Criminal, Jurisprudence law cases and Interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts. Skills and Competencies: Computer literacy; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvements; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage the verification process of applications for certificates and removal of particulars of sex offenders; Manage the stakeholder relations and compliance to the Act by all relevant institutions; Compile a list for stakeholders and entities that require certificates for reporting purposes to the NSP – GBVF; Recommend the issuing of clearance certificate upon approval of applications; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001 or visit https://forms.office.com/r/X2XaVPasWu
<u>POST 28/69</u>	:	<u>DEPUTY MASTER REF NO: 25/08/KZN</u>
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court: Pietermaritzburg
	:	LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship, Trusts and Guardians Fund. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and

		efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Ms N.F. Nkosi Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Kwazulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/70</u>	:	<u>COURT MANAGER (X4 POSTS)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Vuwani Ref No: 08/25/LMP (X1 Post) Magistrate Office: Dzanani Ref No: 09/25/LMP (X1 Post) Magistrate Office: Thohoyandou Ref No: 10/25/LMP (X1 Post) Magistrate Office: Senwabarwana Ref No: 11/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms Mathosa M.F Tel No: (015) 287 2035. Ms Mongalo M.M Tel No: (015) 287 2037.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/71</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 -2 REF NO: 25/36/FS</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Bloemfontein
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work which allows for professional registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; Social work supervisory experience will be an added advantage; Knowledge and experience in Mediation; Court experience in evidence, knowledge and application of family law, including mediation in certain divorce matters Act, Maintenance Act and Domestic Violence Act, Children's Act (inclusive of Hague Convention on international child abduction); A valid driver's licence. Skills and Competencies: Supervisory Skills; Computer literacy (MS Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contacts;

		Supervise the provision of Expert witness evidence in Court of Law; Oversee Implementation and monitoring operational performance of forensic social work services; Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human, finance and other resources
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 28/72</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 25/08/FS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Bloemfontein
	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license will be an added advantage. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance. Facilitate the implementation of special project (repairs and maintenance). Facilitate and monitor facilities management financial and resource. Maintain partnerships with relevant stakeholder. Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/73</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES: XITSONGA REF NO: 25/64/SLA</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in Xitsonga; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions; Understanding of Code of conduct; Knowledge and understanding of applicable legislation (such as Basic Condition of Employment Act, Labour Relation Act). Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Problem solving and decision making; Project management; Team leadership; Communication (verbal and written); Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mokoena Tel No: (012) 744 2026
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/74</u>	:	<u>ASSISTANT DIRECTOR: INTERPRETING SERVICES REF NO: 25/83/CA (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Legal Interpreting and Language Practice; A minimum of 3 years' experience of administration in language practice/interpreting at functional level; Language requirement: isiZulu and Sesotho Knowledge of procurement processes, secretarial support during meetings/ events/ workshops; Knowledge of Criminal, Civil law and family cases and Constitutional law cases; Knowledge and understanding of the legislative framework governing the Public Services, Financial Management and regulatory framework/ guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge and understanding of Interpretation of statutes and Office administration. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Communication (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the rendering of interpreting services in the Department; Coordinate training on court interpreting services; Facilitate the implementation of policies and framework related to foreign and local languages; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/75</u>	:	<u>PRINCIPAL COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Port Shepstone Ref No: 25/11/KZN
<u>REQUIREMENTS</u>	:	Magistrate Court, Ntuzuma Ref No: 25/12/KZN
	:	NQF level 4/Grade 12, National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum of two years supervisory experience; Proficiency in English and two or more indigenous languages; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V. Mlandeliso Tel No: (031) 372 3000
	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton

		Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/76</u>	:	<u>ASSISTANT STATE ATTORNEY - LP3-LP4 (X2 POSTS)</u>
<u>SALARY</u>	:	R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Polokwane Ref No: 14/25/LMP (X1 Post) State Attorney, Thohoyandou Ref No: 15/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	LLB degree or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal /litigation experience; A valid driver's license. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<u>ENQUIRIES</u>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 OR Ms Phalane M.R Tel No: (015) 287 2036
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/77</u>	:	<u>COURT INTERMEDIARY REF NO: 13/25/LMP</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Lebowakgomo
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license Proficiency in the following languages: English, Sepedi, Setswana and IsiNdebele; Knowledge of any foreign languages will be an added advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.

<u>ENQUIRIES</u>	:	Mr. L Mapelane Tel No: (015) 287 2035 or Mr. Modiba M.I Tel No: (015) 287 2034.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/78</u>	:	<u>ADMINISTRATION OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Stellenbosch Ref No: 13/2025/WC (X1 Post) Magistrate Office: Khayelitsha Ref No: 14/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/79</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Polokwane Ref No: 17/25/LMP (X1 Post) Family Advocate: Thohoyandou Ref No: 18/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES</u>	:	Mr. L Mapelane Tel No: (015) 287 2035 or Mr M.P Mongwe Tel No: (015) 287 2034.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu

<u>POST 28/80</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 19/25/LMP</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Thohoyandou
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr L Mapelane Tel No: (015) 287 2035 or Mr M.P Mongwe Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/81</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 2025/45/MP</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate: Kwa-Mhlanga
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and Competences: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (013) 753 9300/249
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit 1200 or visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/82</u>	:	<u>SECRETARY REF NO: 25/24/KZN</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	Grade 12 (With Secretarial or any other Training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.
<u>ENQUIRIES</u>	:	Ms MP Khoza Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu

<u>POST 28/83</u>	:	<u>SECRETARY TO THE REGIONAL COURT PRESIDENT REF NO: 2025/20/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela Magistrate Office
	:	Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane at (060) 532 2006
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/84</u>	:	<u>ACCOUNTING CLERK: SALARIES AND EXPENDITURE REF NO: 2025/34/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Provincial Office
	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organizing skills; Good Communication (verbal and written) skills; Basic Numeracy skills; Ability to work under pressure; Ability to operate office equipment; Attention to detail.
<u>DUTIES</u>	:	Render Financial Accounting transactions; Perform Salary Administration support services; Perform Bookkeeping support services; Render a budget support service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TV Mavundla at (078) 802 0741
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/85</u>	:	<u>DEBT COLLECTION CLERK REF NO:55/2025/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Attorney, Cape Town
	:	A Senior Certificate or equivalent qualification; 7 – 12 months appropriate work experience. Skills and Competencies: Computer skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Technical proficiency; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Render debt collection processes for the office; Draft routine correspondence and reports; Draft and type pleadings such as summons, warrant of execution and judgment notice of sale, Section 65 notice; Draft affidavits; Provide clerical administration of debt collection; Administer an effective filing system; Render financial accounting transactions; Calculate payments and interest towards settlement of debts; Consult with clients and debtors to negotiate payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopman Tel No: (021) 462 5471
	:	Please forward your application to: Attention: Ms P Paraffin Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a personnel vetting process.

<u>POST 28/86</u>	:	<u>COURT INTERPRETER (X13 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Middelburg Ref No: 2025/13/MP (X1 Post) Magistrate Office: Thohoyandou Ref No: 27/25/LMP (X4 Posts) Magistrate office: Modimolle Ref No: 28/25/LMP (X1 Post) Magistrate Office: Nebo Ref No: 29/25/LMP (X1 Post) Magistrate Office: Lephalale Ref No: 30/25/LMP (X1 Post) Magistrate Office: Praktiseer Ref No: 31/25/LMP (X1 Post) Magistrate Office: Mokopane Ref No: 32/25/LMP (X1 Post) Magistrate Office: Sekhukhune Ref No: 33/25/LMP (X1 Post) Magistrate Office: Waterval Ref No: 34/25/LMP (X1 Post) Magistrate Office: Lenyenye Ref No: 35/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language proficiency Middelburg: SeSotho; IsiXhosa, IsiZulu. Language requirements: Thohoyandou (Venda, Tsonga & Shona); Modimolle (Sepedi, Tsonga & Xhosa); Nebo (Tsonga, Venda & Ndebele); Lephalale (Sepedi, Tsonga & Xhosa); Praktiseer (Sepedi, Zulu & Shona); Mokopane (Afrikaans, Venda & Tsonga); Sekhukhune (Zulu, Tsonga, Venda & Shona); Waterval (Tsonga, Venda & Shona); Lenyenye (Sepedi, Tsonga & Venda); Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail, Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr. TV Mavundla at (078) 802 0741 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/87</u>	:	<u>ADMINISTRATION CLERK (X35 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: White River (Masoyi) Ref No: 2025/06/MP (X1 Post) Magistrate Office: Carolina Ref No: 2025/46/MP (X1 Post) Magistrate Office: Thulamahashe Ref No: 2025/44/MP (X1 Post) Master of The High Court: Middelburg Ref No: 2025/43/MP (1 Post) Magistrate Office: Mankweng Ref No: 62/25/LMP (X1 Post) Magistrate Nkowankowa Ref No: 61/25/LMP (X1 Post) Magistrate Lebowakgomo Ref No: 57/25/LMP (Domestic) (1 Post) Magistrate Office: Lebowakgomo Ref No: 50/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Mookgopong Ref No: 46/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Thohoyandou Ref No: 48/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Ga-Kgapane Ref No: 41/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Lephalale Ref No: 39/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Mookgopong Ref No: 38/25/LMP (X1 Post) Magistrate Office: Praktiseer Ref No: 44/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Thohoyandou Ref No: 43/25/LMP (Cash Hall) (X1 Post)

Magistrate Office Modimolle Ref No: 54/25/LMP (X1 Post)
 Magistrate Office: Namakgale Ref No: 55/25/LMP (X1 Post)
 Magistrate Office: Thabazimbi Ref No: 56/25/LMP (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 53/25/LMP (X1 Post)
 Magistrate Office: Mookgopong Ref No: 51/25/LMP (X1 Post)
 Magistrate Office: Lephalale Ref No: 52/25/LMP (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 42/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Nebo Ref No: 37/25/LMP (Cash Hall) (X4 Posts)
 Magistrate Office: Mahwelereng Ref No: 45/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Lenyenye Ref No: 40/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Praktiseer Ref No: 63/25/LMP (Registry Services) (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 47/25/LMP (Family Law Service) (X2 Posts)
 Magistrate Office: Mankweng Ref No: 49/25/LMP (Family Law Service) (X1 Post)
 Magistrate Office: Seshego Ref No: 58/25/LMP (Domestic Violence) (X1 Post)
 Magistrate Office: Tshilwavirusiku Ref No: 60/25/LMP (Civil & Small Claims) (X1 Post)
 Magistrate Office: Moutse Ref No: 59/25/LMP (Civil & Small Claims) (X1 Post)

REQUIREMENTS

: Grade 12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.

DUTIES

: Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

ENQUIRIES

: Mpumalanga: Mr TV Mavundla at (078) 802 0741
 Nkownkowa: Ms Maripane M.P Tel No: (015) 303 1726
 Mankweng: Ms. M.B Molepo Tel No: (015) 286 2200 or Ms A.T Bilankulu Tel No: (013) 980 0005 or Ms M Kekana Tel No: (015) 223 5111
 Lebowakgomo: Ms Ntini S.A Tel No: (015) 633 2630
 Mookgopong: Ms I Mamabolo Tel No: (014) 743 2218
 Thohoyandou: Ms R.T Mathalise Tel No: (015) 962 5558
 Ga-Kgapane: Mr. M Mulaudzi Tel No: (015) 328 3002
 Lephalale: Mr. L.M Aphané Tel No: (015) 763 2178
 Praktiseer: Mr TA. Matakala Tel No: (013) 474 2219
 Modimolle: Ms S Molomo Tel No: (014) 717 5316
 Namakgale: Ms M.J Mawela Tel No: (015) 769 1424.
 Moutse: Ms A.T Bilankulu Tel No: (013) 980 0005.
 Tshilwavirusiku: Ms M.S Marema Tel No: (015) 505 5998
 Seshego: Ms M Kekana Tel No: (015) 223 5111
 Mankweng: Ms. M.B Molepo Tel No: (015) 286 2200
 Senwabarwana: Mr L.S. Malemela Tel No: (015) 505 3000
 Lenyenye: Mr. G. P Mdluli Tel No: (015) 355 3414
 Mahwelereng: Mr. L.O Munzhelele Tel No: (015) 483 0302

APPLICATIONS

: **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200
[or https://forms.office.com/r/X2XaVPasWu](https://forms.office.com/r/X2XaVPasWu)
Nkownkowa: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private X1415, Letaba, 0870. or Physical address /Reception area Magistrate Office Nkownkowa or
<https://forms.office.com/r/X2XaVPasWu>
Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, Sovenga, 0727. or Physical address /Reception area Magistrate Mankweng reception area: or <https://forms.office.com/r/X2XaVPasWu>
Lebowakgomo: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Lebowakgomo; Private Bag X05, Chuenespoort, 0745. Or Physical address /Reception area Magistrate Lebowakgomo reception area or
<https://forms.office.com/r/X2XaVPasWu>
Thohoyandou: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Thohoyandou Private Bag

X5005, Thohoyandou, 0950 or Physical address /Reception area Magistrate Thohoyandou reception area or <https://forms.office.com/r/X2XaVPasWu>

Mookgopong: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X308, Naboomspruit, 0560. Or Physical address /Reception area Magistrate Office Mookgopong Or <https://forms.office.com/r/X2XaVPasWu>

Ga-Kgapane: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Ga-Kgapane, Private Bag X701, Ga Kgapane, 0838 or Physical Address: Reception area Magistrate Ga - Kgapane Cnr SAPS & Post Office, Ga-Kgapane, 0838. Or: <https://forms.office.com/r/X2XaVPasWu>

Lephalale Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lephalale Private Bag X201, Ellisras, 0555. OR Physical Address: Reception Area, Magistrate Lephalale, Or: <https://forms.office.com/r/X2XaVPasWu>

Praktiseer: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager Department of Justice & Constitutional Development, Private Bag X1013, Burgersfort, 1150. or Physical address: Magistrate Praktiseer reception area, Or <https://forms.office.com/r/X2XaVPasWu>

Modimolle: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X1011, Modimolle, 0510. OR Physical address: Reception area, Magistrate Modimolle Office Or <https://forms.office.com/r/X2XaVPasWu>

Namakgale: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Namakgale, Private Bag X11007, Namakgale 1391 or Physical address: Reception Area, Magistrate Namakgale. Or <https://forms.office.com/r/X2XaVPasWu>

Moutse: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X4565 Dennilton, 1030. OR Physical address /Reception area Magistrate Office Moutse. Or: <https://forms.office.com/r/X2XaVPasWu>

Tshilwavhusiku: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X701, Tshilwavhusiku, 0938. Or Physical address /Reception area Magistrate Office Tshilwavhusiku. Or: <https://forms.office.com/r/X2XaVPasWu>

Seshego: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Seshego; Private Bag X4007, Seshego, 0742 or Physical address /Reception area Magistrate Seshego reception area or <https://forms.office.com/r/X2XaVPasWu>

Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, Sovenga, 0727. Or Physical address /Reception area Magistrate Mankweng reception area or <https://forms.office.com/r/X2XaVPasWu>

Senwabarwana Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X5001, Senwabarwana, 0790. Or Physical address /Reception area Magistrate Office Senwabarwana. Or: <https://forms.office.com/r/X2XaVPasWu>

Lenyenye: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lenyenye, Private Bag X1416, Lenyenye, 0857 or direct your application to: Hand Delivery Address: Reception Area, Magistrate Lenyenye, Lenyenye, 0857, Or <https://forms.office.com/r/X2XaVPasWu>

Mahwelereng, Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Mahwelereng, Private Bag X2493, Mahwelereng, 0600 or direct your application to: Hand Delivery Address: Reception area Magistrate Mahwelereng, Mahwelereng, 0600. Or <https://forms.office.com/r/X2XaVPasWu>

<u>POST 28/88</u>	:	<u>SECURITY OFFICER REF NO: 25/33/FS</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office, Welkom
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Ms N Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein, Or https://forms.office.com/r/X2XaVPasWu .

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** : 25 August 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site 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). If a handwritten Z83 is submitted it must be completed in Block Letters. Where the Z83 is not completed as prescribed your application will be disqualified. 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: Deputy Director of Public Prosecutions - AFU: Johannesburg and AFU: Pretoria with Ref No: Recruit 2025/391 and Ref No: Recruit 2025/392 advertised in Public Service Vacancy Circular 26 dated 25 July 2025 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 28/89</u>	:	<u>DIRECTOR: RECORDS MANAGEMENT AND LIBRARY SERVICES REF NO: RECRUIT 2025/420</u> Strategy, Operations and Compliance: Information Systems Management (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (total cost package)
	:	Pretoria: Head Office
	:	An NQF level 7 qualification as recognised by SAQA in Information Science or Records Management or equivalent. At least five (5) years at middle management relevant experience preferable in a law library environment and some records management experience of which at least five (5) years must be on a middle/senior managerial level. Experience in managing Law library will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the National Archives and Records Service of SA Act, No. 43 of 1996, Public Finance Management Act, No. 1 of 1999, Treasury Regulations, Public Service Act and Regulations, National Prosecuting Authority Act, No. 32 of 1998, Promotion of Access to Information Act, No.2 of 2000, MISS document. Knowledge and understanding of government strategic planning and performance management processes. Able to work independently with little supervision. Willingness to travel. Advanced management skills. Financial and budgeting skills. Report writing skills. Good communication and administrative skills. Problem-solving skills. Ability to work on an electronic library and records management system. Advanced computer literacy in Ms Word, Excel, PowerPoint, OneDrive and SharePoint. Valid driver's licence.
<u>DUTIES</u>	:	To manage and provide direction to the network of NPA libraries and document centres nationally. Manage and update, when required, existing policies and procedure manuals. Compile, manage and monitor the directorate annual performance plan. Facilitate and manage access to online databases, i.e Jufta Evolve, LexisNexis, Sabinet, PMG, Westlaw and library management system. Provide guidance in terms of the knowledge portal content. Create an enabling environment for online legal database training. Compile and manage the Directorate budget. Compile, execute and manage all contracts and tenders for the Directorate. Review and renew annual subscriptions in line with the PFMA requirements and supply chain processes. Ensure that required as and when book order requests are submitted to SCM, orders received and books delivered, processed and distributed to requestors. Ensure all Directorate invoice payments are done in line with the financial prescripts. Implement annual collection verifications in line with the PFMA requirements. Ensure correct processes are followed when writing off / disposing of redundant books. Conduct quality control on the library system following the adding of new books, publications, and user profiles. Delete item records following receipt approved disposal authorities. Transfer item records between libraries on the library system to reflect staff movement within the NPA. Maintain the asset register of library books and prepare monthly, quarterly and annual financial statement input. As appointed NPA records manager, all duties as described in the National Archives and Records Services of SA Act, No.43 of 1996 must be adhered to. Ensure the NPA file plan is implemented and manage NPA records in line with the granted disposal authority. Ensure all offices are adhering to the National Archives and Records Services of SA Act, No. 43 of 1996 requirements. Implement, roll out and manage the document management system. Conduct regular regional library and document centre inspection visits. Liaise with internal and external stakeholders. Submit monthly report on all activities and an annual report input of achievements to the Chief Director: Information and Systems Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Denton Serobatse Tel No: (012) 845 6358
	:	e mail: Recruit2025420@npa.gov.za

<u>POST 28/90</u>	:	<u>PROJECT MANAGER REF NO: RECRUIT 2025/421</u> 01 November 2025 to 31 December 2027) Strategy, Operations and Compliance
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (total cost package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA in Public Administration or Project Management. At least five (5) years' experience at middle/ senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills. Practical project administration and management skills. Experience of the public service particularly in the criminal justice and rule of law context. Knowledge of legislation and regulations pertaining to public service administration in South Africa, specifically: the Public Service Act and Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, NPA Act, Public Finance Management Act and Treasury Regulations. Computer skills - MS Office suite including Word, Excel, Outlook, Teams and Projects or similar project management tools. A valid driver's licence.
<u>DUTIES</u>	:	Integration Management – ensure synergy of all parts of the project (alignment of objectives and ensuring that no part of the project is managed in isolation). Scope Management – ensure that the project remains within the scope. Schedule Management – managing and controlling project timelines to ensure timeline completion of the project. Quality Management – quality control of project outputs to ensure that they meet the required standards, including reviewing and editing of all project reports. Provide Secretariat services to the Project Steering Committee (PSC) and the Technical Working Group (TWG). Resource Management – ensure that the project is adequately resourced, and resources are adequately deployed in line with project proposal and workplan, including effective procurement in conjunction with the HSF. Risk Management – ensure that potential risks are managed to minimise the impact of negative events and maximise opportunities. Stakeholder Management – support to the project leader and NPA management on the effective engagement of project stakeholders for increased project success. Monitoring and evaluation – ensure a systematic collection and analysis of information relating to the project's progress and performance to ensure that identified objectives and goals are met. Project closure – produce a close-out report covering the 3-year period, including recommendations for institutionalisation of lessons learned and best practices in the NPA.
<u>ENQUIRIES</u>	:	Shirley Magano Tel No: (012) 845 6087
<u>APPLICATIONS</u>	:	e mail: Recruit2025421@npa.gov.za

OTHER POSTS

<u>POST 28/91</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (total cost package)
<u>CENTRE</u>	:	DDPP: Thohoyandou Ref No: Recruit 2025/418 DPP: Limpopo (Polokwane) Ref No: Recruit 2025/419
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal

casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DDPP: Thohoyandou & DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : DDPP: Thohoyandou e mail: Recruit2025418@npa.gov.za
DPP: Limpopo (Polokwane) e mail: Recruit2025419@npa.gov.za

POST 28/92 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

SALARY : R1 563 183 per annum (Level 14), (total cost package)
CENTRE : Pretoria Ref No: Recruit 2025/441
Johannesburg Ref No: Recruit 2025/442

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.

DUTIES : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Pretoria e mail: Recruit2025441@npa.gov.za
Johannesburg e mail: Recruit2025442@npa.gov.za

POST 28/93 : **DEPUTY CHIEF PROTECTOR**
Office for Witness Protection

SALARY : R1 059 105 per annum (MMS Level 12), (total cost package)
CENTRE : Limpopo (Polokwane) Ref No: Recruit 2025/423
Free-State (Bloemfontein) Ref No: Recruit 2025/424
Eastern Cape (Gqeberha) Ref No: Recruit 2025/426

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims

		Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	:	Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Manage operations. Manage staff and resources. Manage relations with stakeholders.
<u>ENQUIRIES</u>	:	Limpopo (Polokwane) OJP Olivier Tel No: (018) 290 3222 Free-State (Bloemfontein) C Immelman Tel No: (053) 807 4561 Eastern Cape (Gqeberha) CH Loots Tel No: (041) 0450 402
<u>APPLICATIONS</u>	:	Limpopo (Polokwane) e mail: Recruit2025423@npa.gov.za Free-State (Bloemfontein) e mail: Recruit2025424@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2025426@npa.gov.za
<u>POST 28/94</u>	:	<u>DEPUTY DIRECTOR: HR PLANNING AND EQUITY REF NO: RECRUIT 2025/427</u> Strategy, Operations and Compliance: HRM & D (HR Transformation)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (MMS Level 11), (total cost package) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum five years' experience working in Human Resources of which three must be specific experience in the Human Resources Strategies, Employment Equity and Diversity Management Programs. A minimum of three years of experience in staff management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of Human Resources Planning and Employment Equity processes and government requirements. Thorough understanding of Human Resource Practices in general. Knowledge of the applicable legislation and prescripts in the public service would be an added advantage. Research, presentation and facilitation skills. Good managerial, report writing and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license is a requirement.
<u>DUTIES</u>	:	Facilitate the process of development and implementation of the Human Resources Plan/ Strategy. Conduct research and surveys on labour matters. Develop and review Human Resources Policies and strategies. Analyse human resource information and provide advise and support to management on human resources matters. Guide and lead the process of the development and implementation of the Employment Equity Plan which also include management of disability, gender and diversity in the workplace. Coordinate the implementation of Regional Employment Equity Plans. Promote advocacy on EE programmes including disability in the workplace. Develop strategies to promote and enhance Employment Equity programmes. Facilitate, monitor and report on EE plans and strategy. Participate in the implementation of diversity management interventions. Participate in the implementation of programmes that highlight gender issues and ensure reporting on gender mainstreaming. Manage a team of practitioners responsible for the Human Resources Plan, Employment Equity and other related programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	GB Dladla Tel No: (012) 845 6533 e mail: Recruit2025427@npa.gov.za
<u>POST 28/95</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/428</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (MMS Level 11), (total cost package) Johannesburg An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal

	Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	: Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES APPLICATIONS</u>	: Lindie Swanepoel Tel No: (012) 845 6638 : e mail: Recruit2025428@npa.gov.za
<u>POST 28/96</u>	: <u>SENIOR PROTECTOR</u> Office for Witness Protection
<u>SALARY CENTRE</u>	: R896 436 per annum (MMS Level 11), (total cost package) : Limpopo (Polokwane) Ref No: Recruit 2025/429 Kwazulu-Natal Ref No: Recruit 2025/430 Western Cape Ref No: Recruit 2025/431 Gauteng (Johannesburg) Ref No: Recruit 2025/432 Mpumalanga (Witbank) Ref No: Recruit 2025/433 Free State (Bloemfontein) Ref No: Recruit 2025/434 Northern Cape (Kimberley) Ref No: Recruit 2025/435 (X2 Posts) North-West (Potchefstroom) Ref No: Recruit 2025/436
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6). Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	: Supervise and provide services regarding to the admission of witnesses and related persons. Verify admission documents and subject documents to quality assurance. Ensure the safe removal of witnesses and related persons from immediate danger area. Coordinate the protection of witnesses and/or related persons. Assist with sourcing of safe houses and conducting of site surveys. Provide operational, financial, and administrative support services. Compile operational mandates, ensure compliance in the execution of operations, and safekeeping of the documents. Oversee and manage court protections. Ensure that all reports operational returns, claims, etc. are correctly completed and

handed in within the specified time frames. Maintain relations and liaise regularly with Stakeholders. Liaise with investigating officers, prosecuting services and any other Stakeholders to ensure fast tracking of court cases and to address challenges with case-flow. Conduct inspections on witness files, assets, fleet, accommodation, firearms and ammunition. Supervise Staff. Handle grievances of staff and witnesses Manage subordinates and ensure compliance with all administrative and personnel prescripts. Conduct performance management of subordinates and deal with disciplinary matters in terms of the LRA.

ENQUIRIES

: Limpopo (Polokwane) MJ Seloi at 079 519 4071
Kwazulu-Natal M Uys Tel No: (031) 334 5331
Western Cape LE Blignault Tel No: (021) 487 7362
Gauteng (Johannesburg) & Mpumalanga (Witbank) S Davids Tel No: (012) 845 661
Free State (Bloemfontein) & Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561

APPLICATIONS

: North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222
Limpopo (Polokwane) e mail: Recruit2025429@npa.gov.za
KwaZulu-Natal e mail: Recruit2025430@npa.gov.za
Western Cape e mail: Recruit2025431@npa.gov.za
Gauteng (Johannesburg) e mail: Recruit2025432@npa.gov.za
Mpumalanga (Witbank) e mail: Recruit2025433@npa.gov.za
Free State (Bloemfontein) e mail: Recruit2025434@npa.gov.za
Northern Cape (Kimberley) e mail: Recruit2025435@npa.gov.za
North-West (Potchefstroom) e mail: Recruit2025436@npa.gov.za

POST 28/97

: **PROTECTOR**
Office for Witness Protection

SALARY CENTRE

: R582 444 per annum (Level 10), (excluding benefits)
: Limpopo (Polokwane) Ref No: Recruit 2025/437 (X4 Posts)
KwaZulu-Natal (Durban) Ref No: Recruit 2025/438 (X6 Posts)
Western Cape (Cape Town) Ref No: Recruit 2025/439 (X3 Posts)
North-West (Potchefstroom) Ref No: Recruit 2025/440 (X4 Posts)
Northern Cape (Kimberley) Ref No: Recruit 2025/443 (X3 Posts)
Eastern Cape (Gqeberha) Ref No: Recruit 2025/444 (X5 Posts)

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing or equivalent. Must have at least five (5) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a SWAT/VIP Protection course or Tactical Policing Training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.

DUTIES

: Provide services regarding the admission of witnesses. Apply risk management to avoid potential threats and apply counter surveillance techniques. Handle and monitor Section 204 witnesses. Manage and protect witnesses and related persons and ensure their safety and wellbeing. Attend to day-to-day needs of witnesses and/or related persons. Render operational services during Court protections, consultations, and other planned operations. Render administrative and financial support services. Compile operational

documents. Compile reports and apply proper record keeping on all witness related matters. Provide Asset management support services. Liaise and build relationships with Stakeholders and all role players. Monitor the status of cases and arrangements for consultations and court protections. Engage with medical and counselling professionals.

ENQUIRIES

: Limpopo (Polokwane) MJ Selo at 079 519 4071
KwaZulu-Natal (Durban) M Uys Tel No: (031) 334 5331
Western Cape (Cape Town) LE Blignault Tel No: (021) 487 7362
Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561
Eastern Cape (Gqeberha) CH Loots Tel No: (041) 0450 402
North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222

APPLICATIONS

: Limpopo (Polokwane) e mail: Recruit2025437@npa.gov.za
KwaZulu-Natal (Durban) e mail: Recruit2025438@npa.gov.za
Western Cape (Cape Town) e mail: Recruit2025439@npa.gov.za
North-West (Potchefstroom) e mail: Recruit2025440@npa.gov.za
Northern Cape (Kimberley) e mail: Recruit2025443@npa.gov.za
Eastern Cape (Gqeberha) e mail: Recruit2025444@npa.gov.za

POST 28/98

: **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/445**
Office for Witness Protection

SALARY

: R468 459 per annum (Level 09), (excluding benefits)

CENTRE

: Eastern Cape (Gqeberha)

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines. Computer skills - MS Office suite including Word, Excel, Outlook.

DUTIES

: Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions of covert accounts. Manage cash book and petty cash. Manage the provisioning of traveling and Responsible for financial reporting. Assist with Asset, Fleet and Facility management. Conduct assessment on individual staff.

ENQUIRIES

: CH Loots Tel No: (041) 045 0402

APPLICATIONS

: e mail: Recruit2025445@npa.gov.za

POST 28/99

: **ASSISTANT DIRECTOR: SCM RISK & PERFORMANCE MANAGEMENT REF NO: RECRUIT 2025/447**
Strategy, Operations & Compliance: Supply Chain Management

SALARY

: R468 459 per annum (Level 09), (excluding benefits)

CENTRE

: Pretoria: Head Office

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years relevant experience in Supply Chain Management with at least three (3) years at level seven (7) or higher. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and SCM related legislation. Knowledge and experience of Central Supplier Database (CSD). Knowledge of CSD support function will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to work in a team and under pressure. Supervisory skills. Willing to work extended hours where necessary. Computer skills - MS Office suite including Word, Excel, Outlook. A valid driver's licence.

DUTIES

: Supervise and undertake SCM risk management assessments. Supervise and implement fraud and SCM abuse prevention strategies. Supervise and

		undertake supplier performance assessments. Provide administrative, specialized SCM and procurement support to the NPA. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries (internal and external). Perform any other duties deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES APPLICATIONS</u>	:	T Sethabela Tel No: (012) 845 6014
	:	e mail: Recruit2025447@npa.gov.za
<u>POST 28/100</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/448</u>
		Strategy, Operations & Compliance: Supply Chain Management – Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits)
	:	Head Office: Pretoria
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Minimum of three (3) years' experience working on payments. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Process invoices for payments. Attend queries from service providers and business units relating to payments. Reconcile supplier accounts. Compile weekly and monthly reports to Senior Administrative Officer: Logistics. Provide administrative and provisioning support to the NPA. Track invoices on the invoice tracking system. Conduct stock taking. Receive and issue warehouse stock. Update bin cards. Draft, refer back letters or memoranda. Draft termination letters for expired lease contracts and send to service providers three (3) months prior to contract expiry. Compile consolidated lease report. Capture lease information on Dynamix System. Record keeping of all collected information. Follow up on outstanding commitments.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: (012) 845 6770
	:	e mail: Recruit2025448@npa.gov.za
<u>POST 28/101</u>	:	<u>ADMINISTRATION OFFICER</u>
		Office for Witness Protection
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits)
	:	KwaZulu-Natal - Recruit 2025/449; Western Cape Ref No: Recruit 2025/450
		Free State (Bloemfontein) Ref No: Recruit 2025/451
		Northern Cape (Kimberley) Ref No: Recruit 2025/452
		Eastern Cape (Gqeberha) Ref No: Recruit 2025/453
		North-West (Potchefstroom) Ref No: Recruit 2025/446
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6). Minimum two (2) years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
<u>DUTIES</u>	:	Provide asset, fleet and facilities management services. Provide financial operational support services. Provide office administration services and document management. Provide human resources management services.
<u>ENQUIRIES</u>	:	KwaZulu-Natal M Uys Tel No: (031) 334 5331
		Western Cape LE Blignault Tel No: (021) 487 7362
		Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561
		Eastern Cape (Gqeberha) CH Loots Tel No: (041) 045 0402

<u>APPLICATIONS</u>	:	North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222 KwaZulu-Natal e mail: Recruit2025449@npa.gov.za Western Cape e mail: Recruit2025450@npa.gov.za Free State (Bloemfontein) e mail: Recruit2025451@npa.gov.za Northern Cape (Kimberley) e mail: Recruit2025452@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2025453@npa.gov.za North - West (Potchefstroom) e mail: Recruit2025446@npa.gov.za
<u>POST 28/102</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/454</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF 7) or Three-year Diploma (NQF 6). Minimum two (2) years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills 135 Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
<u>DUTIES</u>	:	Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Responsible for Employee Health and Wellness. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Prepare memorandums for remuneration and service benefits. Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Process of state guarantee. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
<u>ENQUIRIES</u>	:	Nobekezela Madikizela Tel No: (047) 501 2684
<u>APPLICATIONS</u>	:	e mail: Recruit2025454@npa.gov.za
<u>POST 28/103</u>	:	<u>ADMINISTRATION OFFICER (FINANCE) REF NO: RECRUIT 2025/455</u> Office for Witness Protection
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Limpopo
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Knowledge of the MISS document. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.
<u>DUTIES</u>	:	Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and

		assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.
<u>ENQUIRIES APPLICATIONS</u>	:	MJ Seloi at 079 519 4071
	:	e mail: Recruit2025455@npa.gov.za
<u>POST 28/104</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/422</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	CPP: Butterworth
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Execute a wide variety of administrative tasks. Provide administrative support to SPP and Prosecutor in the cluster and provide logistical services thereof. Liaise with customers and stakeholders. Do pends for docket and collect them. Collect information for civil matters addressed to the unit or group. Collate and capture statistics, reports and submit to the Chief Prosecutors office.
<u>ENQUIRIES APPLICATIONS</u>	:	Tulisa Sibindlana Tel No: (047) 501 2669
	:	e mail: Recruit2025422@npa.gov.za
<u>POST 28/105</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/425</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	Johannesburg
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail: Recruit2025425@npa.gov.za

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 25 August 2025 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON**POST 28/106**

: **CHIEF DIRECTOR: EDUCATION AND RELATED DEPARTMENTS REF NO: S022/2025**
 Division: Public Finance (PF)
 Purpose: To provide strategic leadership and management in the monitoring of the departments of basic education; higher education; sport, arts and culture; and employment and labour in terms of policy analysis and the assessment of the financial and fiscal implications of policy proposals, financial planning, budgeting, expenditure trends and oversight of service delivery initiatives across national and provincial government.

SALARY
CENTRE
REQUIREMENTS

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Economics , A minimum 5 years' experience at a senior managerial level obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on

DUTIES

intergovernmental fiscal relations, Expertise in public financial management and governance, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

: Financial Planning and Budgeting: Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and policy proposals for departments in the sectors. Budget Analysis and Monitoring: Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial Management, Expenditure and Service Delivery: Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the Public Finance Management Act, Advise and monitor the implementation and interpretation of the treasury regulations, Oversight over a few public entities. Policy analysis and implementation: Analyse and influence policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.

ENQUIRIES

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

POST 28/107

: **CHIEF DIRECTOR: HEALTH AND SOCIAL DEVELOPMENT REF NO: S023/2025**

Division: Public Finance (PF)

Purpose: To provide strategic leadership and management in the monitoring of the departments of health, social development and women, children and people with disabilities in terms of policy analysis and the assessment of the financial and fiscal implications of policy proposals, financial governance and planning, budgeting, expenditure trends and oversight of service delivery initiatives across national and provincial government.

SALARY CENTRE REQUIREMENTS

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Economics , A minimum 5 years' experience at a senior managerial level obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on intergovernmental fiscal relations, Expertise in public financial management and governance, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

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: Financial Planning and Budgeting: Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and

policy proposals for departments in the sectors. Budget Analysis and Monitoring: Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial Management, Expenditure and Service Delivery: Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the Public Finance Management Act, Advise and monitor the implementation and interpretation of the treasury regulations, Oversight over a number of public entities. Policy analysis and implementation: Analyse and influence policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.

ENQUIRIES

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

POST 28/108

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CHIEF DIRECTOR: URBAN DEVELOPMENT AND INFRASTRUCTURE REF NO: S024/2025

Division: Public Finance (PF)

Purpose: To provide strategic leadership and management in the monitoring of the departments of human settlements, transport, energy and electricity, water and sanitation, communications and digital technologies, and co-operative governance and traditional affairs in terms of policy analysis and the assessment of the financial and fiscal implications of policy proposals, financial governance and planning, budgeting, expenditure trends and oversight of service delivery initiatives across the 3 spheres of government.

SALARY CENTRE REQUIREMENTS

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:

R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)

Pretoria

A Grade 12 certificate, A Bachelor's degree (equivalent to NQF level 7) in Economics, A minimum 5 years' experience at a senior managerial level obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on intergovernmental fiscal relations, Expertise in public financial management and governance, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

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Financial Planning and Budgeting: Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and policy proposals for departments in the sectors. Budget Analysis and Monitoring: Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial Management, Expenditure and Service Delivery: Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the

		Public Finance Management Act, Advise and monitoring the implementation and interpretation of the treasury regulations, Oversight over a few public entities. Policy analysis and implementation: Analyse and influence policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 28/109</u>	:	<u>DIRECTOR: FISCAL RESEARCH REF NO: S026/2025</u> Division: Budget Office (BO) Purpose: To contribute a major part in defining the fiscal policy research agenda of the National Treasury and provide fiscal policy advice stakeholders on the short and long-term impacts of fiscal policy decisions, in relevance to the developmental goals of the South African government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Economics or Econometrics or Mathematics or Mathematical Statistics, A minimum 5 years of experience at a middle or senior managerial level obtained in a research or policy environment, Knowledge and experience in economic analysis and research, Experience in policy development and communication, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Fiscal Policy Research: Contribute in defining and managing the research agenda and work programme of the unit, in line with the requirements and the relevance to the broader international macroeconomic environment, Research and propose institutional frameworks to govern overall fiscal aggregates, Provide research on the long-run fiscal impacts of policy-decisions, particularly as it relates to aggregate savings, debt and investment, and the sustainability of social policies. Budget documents and fiscal strategy: Support the Chief Director to prepare the fiscal and Budget strategy documents, Draft the key overview sections of the fiscal policy chapter and oversee the production of the fiscal risk statement and fiscal technical annexure, Oversee the management and agenda of the key budget decision making committees: the Fiscal Risk Committee, the Macro-Fiscal Working Group and also verify and quality control the documents that go into the Director General's Budget Coordination Committee and Ministers' Committee on the Budget. Fiscal Analysis: Integrate inputs into the broader budget documentation, Model and forecast variables relating to the long-term sustainability of the fiscus, Research into the levels of the various fiscal indicators and their implications for sustainability, growth and development. Liaison and Advice: Advise on a sound and sustainable fiscal policy stance and broader budget frameworks, Promote relationships between National Treasury, multilateral institutions, research institutions and academia on fiscal policy matters, Liaise stakeholders within the National Treasury on matters relating to the fiscal policy stance and long-term sustainability of policies, Convey government's message pertaining to the economy and the fiscal stance and policy options to stakeholders.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 28/110</u>	:	<u>DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S021/2025 (X2 POSTS)</u> Division: Office of The Chief Procurement Officer (OCPO) Purpose: To manage the governance, monitoring and compliance with the SCM governance framework in all spheres of Government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) or Post graduate diploma in Supply Chain Management or Financial Management or Risk Management or Project Management/Legal or Governance and Monitoring or Bachelor's in Administration or Business Management or Auditing, A minimum 5 years' experience at a middle or senior managerial level obtained in the broader in Supply Chain Management

DUTIES

environment, In-depth knowledge and experience of the broader public service SCM framework, Knowledge of the Public Service Regulatory framework, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: SCM GM & C Strategy and Policy Management: Manage the development and maintenance of a national strategy and implementation plan for the development and dissemination of the SCM monitoring framework, Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring framework including the: collection and management of SCM data, analysis and evaluation of SCM plans and reports, resolution of non-compliance, Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines, SCM GM & C Stakeholder Management: Manage government stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Manage the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government, SCM GM & C Frameworks Management: Collaborate on and contribute to the development of a: SCM governance framework, SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model – specifically compliance, SCM-related grievance and dispute resolution mechanism, SCM non-compliance reviews and remedies framework, SCM Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed parameters for: procurement plans (quarterly and annually), bid processes specifications and tender procedures, contract terms, supplier / service provider delivery standards, deviations and changes to procurement standards, Manage reviews, and report on preferential procurement policy compliance and impact including: Bid Reviews, Responding to requests for advice/ complaints on SCM matters/ media reviews, Analyse data and prepare reports for Parliamentary committees and other relevant stakeholders, Manage and report on the assessment and evaluation of SCM capability maturity – specifically compliance, Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives, SCM GM & C Monitoring and Evaluation: Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework, Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework, Manage the evaluation of and reporting on the impact of the SCM monitoring framework, SCM GM & C Knowledge and Information Management: Manage SCM Monitoring-related knowledge and information, Manage the content of SCM Monitoring-related KIM platforms.

ENQUIRIES

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

OTHER POST

POST 28/111

: **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: S025/2025**

Division: Public Finance

Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs).

SALARY CENTRE

: R582 4440 – R686 091 per annum, (excluding benefits)

: Pretoria

REQUIREMENTS

: Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Economic Sciences or Finance or Development Studies or Social Sciences or Public Administration. A minimum of 3 years' experience obtained in policy development; policy analysis processes as well as public finance processes, e.g., MTEF and PFMA. Knowledge of the South African Public Financial Management System and the application of the related legislated framework

DUTIES

e.g. the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, where applicable.

:

Monitor Budgets, financial management and service delivery outputs: Assist with the monitoring of compliance to the prescripts of the PFMA and Treasury Regulations, Assist with the monitoring of the achievement of output targets from a variety of sources, Analyse departmental MTEC submissions and assist in compiling recommendations to MTEC and MinComBud, and Assist with the analysis of budgets and expenditure. Policy analysis and support: Assist with provision of policy analysis and advice to the Finance Ministry and National Treasury, Assist in the contribution and compilation of budget documentation, e.g. Medium-Term Budget Policy Statement, Budget Review, Intergovernmental Fiscal Review and Estimates of National Expenditure, and Conduct research that will support policy advice and development. Budgetary analysis and interpretation: Conduct analyses and provide recommendations on client departments' budget submissions, Evaluate budgets in accordance with strategic business plans, and provide recommendations, and Provide accuracy and quality in the publication of budget information. Expenditure monitoring and evaluation through data and report analysis: Compile expenditure reports and evaluations, Provide inputs on expenditure reports pertaining to client Departments, and Provide analysis of quarterly and annual reports.

ENQUIRIES

:

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

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

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

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatje Drive, Room B107, Kimberley.

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, cape Town 22 August 2025

CLOSING DATE**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

<u>POST 28/112</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/202/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The Court: Gqeberha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. 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>	:	Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/202/OCJ@judiciary.org.za
<u>POST 28/113</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/203/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Zero (0) – two (2) years' experience in a legal environment will be an added advantage. An LLB Degree qualification will be an added advantage. Driver's license will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations, Research skills, Communication skills (verbal and written) including presentation skills; Minute taking skills and report writing skills; Problem solving and decision making and time management skills, Good reporting and planning skills, Creative and analytical thinking skills, Computer literacy (Ms Office).
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate (as and when required), Compilation of statistics (Submission to Monitoring & Evaluation unit, reconcile manual and electronic statistics), Audit readiness and data purification; Case flow management; Assisting Regional Court Registrar and members of the public, Provide administrative support in general as requested by the Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. N Hanekom Tel No: (021) 480 2635 HR related Enquiries' Mr SD Hlongwane Tel No: (021) 469 4032/8 72
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/203/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 28/114</u>	:	<u>ADMINISTRATION CLERK: DCRS REF NO: 2025/204/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town
	:	Grade 12, NQF level 6 or 7 in the related field will be an added advantage, Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management will serve as an advantage, Driver's license will serve as an advantage, Skills and Competencies: Good communication (written and verbal), Advanced computer literacy (MS Office), Good interpersonal skills, good public relations skills, ability to work under pressure and to solve problems, customer service, document management, understanding of confidentiality in Government.
<u>DUTIES</u>	:	Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof, record court proceedings, provide administrative support in general in the court and perform case flow management related functions including court online functions, provide any reasonable administrative support as required by the Judiciary, Court Manager and /or supervisor or Chief Registrar.
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032/872
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/204/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 28/115</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/205/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North-West Division of The High Court: Mmabatho
	:	Grade 12, No experience required, NQF level 6 or 7 in the related field will be an added advantage, Skills and Competencies: Knowledge of public services legislation, prescripts and regulations, Library and information science matters, Procedures and processes, Knowledge of law subjects and legal phrases, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate, Compilation of statistics, Case flow management. Assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR Enquiries Ms K Zwane Tel No: (018) 397 7114
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/205/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/116</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2025/206/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Service Centre: Polokwane
	:	Matric Certificate. A three (3) year National Diploma/Degree in HRM/or equivalent qualification at NQF level 6 as recognised by SAQA will be an added advantage. A valid Driver's licence will be an added advantage, A Minimum of one (1) year functional experience in Human Resource Management will be an added advantage. Skills and Competencies: Knowledge of PERSAL system, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of Treasury Regulation, Knowledge of Performance management and Development processes, Knowledge of Employment Equity Act and other legislation prescript. Communication skills (verbal and written), Administration skills, Planning and organizing skills, Exceptional Interpersonal skills, Computer skills, Report writing skills, Negotiation skills, Problem solving and analysis skills, Conflict resolution skills, Decision making skills.
<u>DUTIES</u>	:	Facilitate administration of recruitment, selection and appointment processes with the Province, Implementation of Transactions on PERSAL system in

		respect of appointments, Injury on duty, Long service recognitions, pensions, transfers, Housing allowance, performance management, Training and Service termination.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr. A.I Nemukula Tel No: (015) 495 1745
		HR related enquiries: Ms R.F Mathobela Tel No: (015) 495 1744
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/206/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/117</u>	:	<u>USHER MESSENGER REF NO: 2025/207/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	Grade 10/ABET (NQF level 2). No experience required. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Good interpersonal skills, Time management skills, Client orientation and customer focus, Communication skills; Attention to detail, Flexible, Accuracy, Confidence and Ability to work under pressure.
<u>DUTIES</u>	:	Escorting of Judges' to the courtrooms. Rendering of administrative support functions to the Judges' and the Courtroom crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries: Ms L Wamers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/207/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 22 August 2025 at time 16H00

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a Single document or One Attachment per application to the email address designated for the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

POST 28/118 : **CHIEF ENGINEER: STRUCTURAL (GRADE A) REF NO: 2025/56**

SALARY : R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).

CENTRE : Head Office (Pretoria)

REQUIREMENTS

: At least a BSc or BEng in Civil Engineering (Postgraduate qualification in structural engineering will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' experience post registration as a Professional Engineer. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and candidates.

DUTIES

: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES

: Mr. M. Tladi Tel No: (012) 406 1080.

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-24@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 28/119

: **CHIEF ENGINEER: CIVIL REF NO: 2025/57**

SALARY

: R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: A BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works) and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and engineering candidates.

<u>DUTIES</u>	: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES</u>	: Mr. M. Tladi Tel No: (012) 406 1080
<u>APPLICATIONS</u>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-25@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 28/120</u>	: <u>CHIEF CIVIL ENGINEER (GRADE A): INVESTMENT ANALYSIS REF NO: 2025/58</u>
<u>SALARY</u>	: R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).
<u>CENTRE</u>	: Head Office (Pretoria)
<u>REQUIREMENTS</u>	: BSC Eng Degree in Civil Engineering or equivalent. Registration as a Professional Civil Engineer with the Engineering Council of South Africa (ECSA) is compulsory, with a minimum of 6 years post-qualification experience. Be in possession of a valid driver's license (Code 08). Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	: Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types / categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio- economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified

	portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	: Mr V Bedesi at 072 561 9731
<u>APPLICATIONS</u>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-26@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 28/121</u>	: <u>CHIEF CIVIL ENGINEER REF NO: 2025/59</u>
<u>SALARY</u>	: R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).
<u>CENTRE</u>	: Durban Regional Office
<u>REQUIREMENTS</u>	: Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Valid driver's license. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	: To lead and manage the technical aspects of Civil Engineering projects within the Built Environment, oversee design, construction and maintenance of infrastructure. Champion the conceptualization and detailed designs of in-house projects within the Durban regional Office of DPWI PMTE. Mentor the candidate engineers. Provide technical support to Project Managers in evaluating effectiveness and \ efficiency of solutions offered by Consultants. Evaluate construction activities and to ensure that the consultants design(s) are executed and performed to acceptable standards. Maintain operational agreements between Client Departments and the National Department of Public Works, ensuring compliance to the requirements of the relevant Acts. Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types/categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio- economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	: Mr T Mbhele Tel No: (031) 314 7163

<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 or Hand Delivered: Corner Dr Pixley KaSeme and Samora Machel Street, Durban. or email to: RecruitDBN25-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 28/122</u>	:	<u>CHIEF ENGINEER (GEOLOGIST), SCIENTIFIC MANAGER REF NO: 2025/60</u>
<u>SALARY</u>	:	R1 099 488.per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	BSc (Hons)/ BTech degree in Geology or Engineering Geology and MSc qualification is an added advantage. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (Pr. Sci. Nat). Six (6) years post qualification experience in the Natural Science Geo-Professional field. Experience in fundamental geology, geological mapping, geophysical surveys, geohydrological studies, conducting geological/ engineering geological desktop studies, analysis/ interpretation of geological information/ data obtained from engineering geological/ dolomite stability investigations. Extensive experience in geotechnical investigations reporting of engineering geological constraints associated with various problematic soils (in South Africa) will be an added advantage. Excellent knowledge and understanding of scientific methodologies and geological/ geotechnical model. Understanding of SANS 1936 (2012): Parts 1 – 4; SANS 633 (2012); National Department of Public Works Development on Dolomite Manual PW 344 (2017) and Identification of Problematic Soils in Southern Africa: Technical Notes for Civil and Structural Engineers (2007) as well as the Geoscience Act, 1993 (Act No. 100 of 1993). Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience willingness in managing and leading junior geologist, candidates and interns.
<u>DUTIES</u>	:	Technical specification and evaluation of professional service providers and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Perform engineering geological geohazard assessment (desktop) studies/ literature reviews on state-owned properties located on problem soils and within 4 km dolomite buffer zone. Generate/ prepare geological reports/ dolomite status certificates (DSCs) and provide geological prior information regarding such properties to NDPWI's Dolomite Risk Management Services (DRMS) clients. Issue DSCs to various internal clients. Review Consultants' dolomite stability investigations (DSI) reports. Review Consultants/ Dolomite Specialist Service Provider's Project Execution Plans (PEPs) on rehabilitation of sinkholes/ subsidence in collaboration with the Dolomite Risk Project Manager. Provide geoscience advisory services to the department's internal clients. Visit rotary percussion drilling operations/ sites as and when required. Ensure dolomite stability investigations are carried out in accordance with the departmental and industry standards. Accept responsibility for the development, implementation, review and regular updating of standardised geotechnical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES</u>	:	Mr. M. Tladi Tel No:(012) 406 1080.
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-32@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

<u>POST 28/123</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2025/61</u>
<u>SALARY</u>	:	R1 099 488 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Extensive experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential.
<u>DUTIES</u>	:	Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for at both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both consultant's and contractor's fee accounts. Update relevant quantity Surveying manuals, norms and standards. Ensure the adoption of technical and quality strategies. Provide solutions on non-compliance on quantity determination. Supervise junior quantity surveyors. Mentor candidate quantity surveyors.
<u>ENQUIRIES</u>	:	Mr M Tladi Tel No: (012) 492 3247
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-27@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/124</u>	:	<u>CHIEF QUANTITY SURVEYOR GRADE A: PROFESSIONAL SERVICES REF NO: 2025/62</u>
<u>SALARY</u>	:	R1 099 488 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements. Extensive knowledge of all quantity surveying aspects of the building and construction environment. Knowledge of contract and building law to the extent applied in the quantity surveying profession. Ability to work with consultants, project managers, work managers, professionals and staff at various levels. Financial administration, programme and project management skills. Computer literacy, budgeting, numeracy skills. The ability to apply professional knowledge and experience. Planning, organizing, problem solving and decision making skills. Good interpersonal relationships, analytical thinking and conflict management skills. Effective verbal and written communication skills. Cost Management skills. Must be highly motivated and able to work under stressful situations. Must be hardworking and solution orientated-ability to design ideas without direction.
<u>DUTIES</u>	:	Provide standard in-house quantity surveying service in the regional service. To liaise and co-operate with the Directorate: Quantity surveying services in the professional services component in head Office. The standardization of quantity surveying matters. The provision of quantity surveying –related support and advice to project managers and work managers in the regional office and

	professional bodies. The auditing and verification of norms, variation orders as well as fee and final accounts on all projects executed by the region. The development and maintenance of the building cost database. The provision of budgetary and administrative support to the component. To visit building sites to review consultants' cash-flow projections and to assist and monitor progress on documented projects and services. The effective management of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S. L. Jikeka Tel No: (041) 408 2074
	: Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-03@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms P Buwa
<u>POST 28/125</u>	: <u>CONTROL CIVIL ENGINEERING TECHNOLOGIST GRADE A REF NO: 2025/63</u>
<u>SALARY</u>	: R921 900 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria)
	: At least a BTech degree in Civil Engineering. Compulsory registration as a Engineering Technologist (Pr Tech Eng.) with the Engineering Council of South Africa. A minimum of 6 years post-qualification experience as a Civil Technologist. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works) and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and engineering candidates.
<u>DUTIES</u>	: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Bongsi Madlala at 072 344 2006
	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-28@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 28/126</u>	: <u>PRODUCTION ENGINEER: CIVIL REF NO: 2025/64</u>
<u>SALARY</u>	: R879 342 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria)
	: At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant experience in the field of civil engineering post qualification. Compulsory

registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardized civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES : Ms. B. Madlala at 072 344 2006
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-29@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 28/127 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2025/65 (X2 POSTS)**

SALARY : R879 342 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).

CENTRE : Polokwane Regional Office
REQUIREMENTS : A National Higher Diploma (Built Environment field) with a minimum of 4 years' and six months certified experience or B-tech (Built Environment Field) with a minimum of 4 years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCM as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulation and Environment Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects •Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

<u>ENQUIRIES</u>	:	Ms M.S. Mkhonto Tel No: (015) 291 6305
<u>APPLICATIONS</u>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. or email to: RecruitPLK25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotso
<u>POST 28/128</u>	:	<u>CONTROL WORKS MANAGER: MECHANICAL AND ELECTRICAL WORKS</u> <u>MANAGEMENT REF NO: 2025/66</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) (T/N/S Streams) or with appropriate experience in Electrical or Mechanical Engineering or (N3 plus trade test certificate in Electrical or Mechanical Engineering with a Registration as an Engineering Technician and more than 6 years appropriate experience). The candidate must be in possession of a valid driver's licence. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, Project Management, Property and Facilities Management, Government procurement processes and systems. willing to travel and computer literate. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.
<u>DUTIES</u>	:	Ensure appropriate maintenance and repairs of electrical and mechanical installations and components in the state owned facilities to the required standards as guided by Laws and Regulations. Ensure registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage expenditure of day to day maintenance budget as per PFMA. Ensure compliance to OHSA, National Building Regulations Act. Manage and monitor performance of Chief Works Managers and ensure implementation of PMDS.
<u>ENQUIRIES</u>	:	Mr PT Mashiane Tel No: (013) 753 6303
<u>APPLICATIONS</u>	:	Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. Or email to: RecruitNEL25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr E Nguyuzza
<u>POST 28/129</u>	:	<u>CONTROL WORKS MANAGER: BUILDING REF NO: 2025/67</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) (T/N/S streams) or A N3 and a passed trade test in Building/Civil; Facilities Management Registration as an Engineering Technician and more than 6 years appropriate experience in Built environment. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and

provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

**ENQUIRIES
APPLICATIONS**

: Ms A Xentsa Tel No: (053) 838 5345
: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21-23 Market Square, Old Magistrate Building Kimberley 8301 or email to: RecruitKIM25-06@dpw.gov.za

FOR ATTENTION

: Ms V Tidikwe

POST 28/130

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2025/68**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Must possess Internal Audit Technician (IAT). Professional Internal Auditor (PIA) qualification will be an added advantage, Practicing Internal Auditor with appropriate experience. A valid driver's license. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors.

DUTIES

: Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation;; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits, (predetermined objectives), performance audits operations audits, governance audits, and as identified.

**ENQUIRIES
APPLICATIONS**

: Mr. L Gayiya Tel No: (012) 406 1402
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-30@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 28/131 : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION (LOGISTICAL SERVICES) REF NO: 2025/69**

SALARY : R468 459 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Provisioning Administration, Public Management and Administration, Supply Chain Management, Logistics, Business Management, Purchasing Management or any other related field. Relevant working management experience in Public Service supply chain and financial management. Must have a valid driver's license. Candidates must have knowledge and understanding of the public sector supply chain and financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulations, Public Financial Management Act. Good knowledge of government processes. Ability to develop and apply policies. Ability to perform under pressure. Willingness to work overtime. Skills required: Computer literacy, Numerical Skills, Accuracy, Planning and Organizing, Management Skills, Leadership and Communication (verbal and written). A good understanding of LOGIS and or SAGE system.

DUTIES : Monitor and oversee posting, payments and cellular phone administration. Manage and compile monthly, quarterly and annual financial inputs. Manage compilation of monthly creditors' payment reconciliations. Manage and report fruitless and wasteful expenditure. Ensure that all invoices are processed within 30 Days. Provide management and audit response to internal and external auditors. Develop, review and implement procurement policies and procedures. Oversee the Departmental LOGIS system activities. Manage the departmental warehouse and stock levels. Overall management of the sectional budget and human resources.

ENQUIRIES : Mr. L Matsotso Tel No: (012) 406 1439
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-31@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 28/132 : **ASSISTANT DIRECTOR: INTERNAL AUDIT**

SALARY : R468 459.0per annum
CENTRE : Johannesburg Regional Office: Ref No: 2025/70 A
 Gqeberha Regional Office: Ref No: 2025/70 B
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Auditing/Accounting. Must possess Internal Audit Technician (IAT)). Possession of the Professional Internal Auditor (PIA) qualification and studying towards a relevant professional certification (CIA) or (CISA) will be an added advantage. Relevant 3 years' experience as a senior internal auditor/auditor. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and be expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set

timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; attend exit conference on completion of audit assignment and present audit results. Implement a Quality Assurance and Improvement Program in the Internal Audit to ensure compliance to the Global Internal Audit Standards and Departmental Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.

ENQUIRIES

: Mr V Rikhotso, Tel No: (012) 492 3064 (Johannesburg and Gqeberha Regional Office)

APPLICATIONS

: **Johannesburg Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. or email to: RecruitJHB25-03@dpw.gov.za For Attention: Mr M Mudau

: **Gqeberha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-04@dpw.gov.za For Attention: Ms P Buwa

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD: R&LEDC"
- CLOSING DATE** : 22 August 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 28/133** : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION "REF NO: ASD: R&LEDC"**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology or equivalent / related as recognised by SAQA. 3 years relevant experience in Regional and Local Economic Development Environment. Valid drivers' licence. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation, Networking and Project Management.
- DUTIES** : Review research aimed at identifying key challenges, needs and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive of but not limited to: (strengthening the role of state entity in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided. Email Application: Recruitment11@tourism.gov.za
<u>CLOSING DATE</u>	:	22 August 2025 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being 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 advertised post 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 qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POST

<u>POST 28/134</u>	:	<u>ADMIN CLERK REF NO: DT 11/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, minimum of 2 years' experience in Travel management, practical experience in travel in the public sector, public finance management act, treasury regulations, treasury instructions, good communication skills, interpersonal skills, time management, problem solving skills, Sound organising and planning skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for receiving the travel requisition from all travellers in the department, verifying correctness and submit to travel

management companies, receiving and checking the quotations from the travel management companies, checking proper completion of transport request forms (VA26A) before issuing the order, communicating discrepancies to the travellers, registering all VA26A that are received during the day, issuing official orders to the Travel Management Companies and other travel service providers, following up on vouchers and confirmations with service providers, receiving and updating traveller profiles, compiling daily travel and accommodation reports sent to TMC's, capturing all processed VA26A on Travel Management System, capturing all amendments on Travel Management System, filing VA26A processed per Cost Centre (Directorate), filing supporting documents per VA26A, opening new files per financial year, recording late bookings received, recording late cancellations, receiving and verifying invoices, creating BAS payment advices per account and submit to manager for verification.

ENQUIRIES
NOTE

- : Ms Sekgweleo Tel No: (012) 444 6773
- : EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ DTARecruit202508@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motlhala
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. 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. Due to the large number of responses anticipated, 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 not to fill the advertised position.

MANAGEMENT ECHELON

<u>POST 28/135</u>	:	<u>DIRECTOR: OFFICE SUPPORT SERVICES REF NO: 2025/08</u> Secretariat: National House of Traditional & Khoi-San Leaders
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (70% of package), (an all-inclusive remuneration package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree or equivalent qualification (NQF level 7) in Social or Management Science. Certificate for entry into the Senior Management Services (SMS) submitted prior to appointment. Five (5) years' experience at middle/senior management services. A valid driver's license. Experience in providing support to public office bearers. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation, Knowledge of the traditional leadership sector Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Oversee the coordination and engagement between the Chairpersonship, National Departments, International organisations and stakeholders. Oversee the provision of customary protocol to the Chairpersonship and the House. Oversee the facilitation of inputs to policies and bills from the relevant structures. Ensure the preparations for the meetings/sittings of the National House of Traditional Leaders on a regular basis.
<u>ENQUIRIES</u>	:	Mr A Sithole Tel No: (012) 336 5853

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : DLCA, P.O Box 25223, Monument Park, 0105 OR hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048. OR email to Applications@dlca.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHLEON

- POST 28/136** : **DIRECTOR: RISK, FRAUD, AUDIT, PERFORMANCE, REPORTING AND COMPLIANCE REF NO: DLCA/HRM/2025/01**
Branch: Roads Transport
Chief Directorate: Drivers Licence Card Account
(12 Month Contract)
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An Undergraduate NQF level 7 qualification as recognized by SAQA in Risk Management / Auditing coupled with 6 – 10 years' experience in Risk Management / Auditing with 5 years of experience at middle Management / senior Managerial level. Membership of the Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA) / Association for Certified Fraud Examiners. A certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme is required (submitted prior to appointment). The following will serve as strong recommendations: Candidate should be competent in Legislative and Regulatory Framework, Public Financial Management Act (PFMA), Treasury Regulation and Framework, Public Service

Anti-Corruption Strategy, Medium Term Strategic Framework, Principle and Practice of Risk Management, Public Sector Risk Management Framework and Internal Control and Assurance. Candidate's skills should include communication; both verbal and written, governance related information, financial management, strategy capabilities, leadership, people's management, empowerment, project/programme management, client orientation, change management and customer focus.

DUTIES

: Development, implementation and maintenance of risk strategy: Develop, implement and maintain an ERM framework and supporting policies and procedures. Assess and manage Risk Management policies, procedures, and strategy. Develop and implement risk assessment methodologies. Prepare risk profile reports. Maintain the risk register of the Entity. Develop the risk response strategies (mitigation plans). Facilitate the management of the Entity's regulatory risks: Develop and implement the Compliance policy. Develop and implement the Compliance risk management framework. Develop and monitor the Compliance checklist. Facilitate the anti-Fraud and Corruption Initiatives of the Entity: Develop and implement the anti-Fraud and Corruption policy. Develop and implement the Fraud and Corruption prevention plan. Develop and implement the Whistle blowing policy. Identify risks and threats to the Entity and advice management to implement counter measures to be instituted. Create awareness on risk management within the Entity: Conduct risk management workshops within the Entity. Conduct the fraud and Corruption perception survey. Monitor the implementation of action plans for risks and audit findings: Quarterly monitoring of the implementation of risk action plan. Quarterly monitoring of the implementation of audit action plans. Facilitate the Entity's planning process and Monitoring and Evaluation process: Facilitate the strategic planning process (including the development of the annual performance plans) of the Entity. Monitoring and Evaluation of the entity's performance against its pre-determined objectives.

ENQUIRIES **NOTE**

: Mr. Peter Mailula Tel No: (012) 347 2522
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Risk"

OTHER POSTS

POST 28/137

: **DEPUTY DIRECTOR FINANCIAL MANAGEMENT REF NO:**
DLCA/HRM/2025/02
Branch: Roads Transport
Chief Directorate: Driving Licence Account
(12 Month Contract)

SALARY **CENTRE** **REQUIREMENTS**

: R896 436 per annum (Level 11)
: Pretoria
: An undergraduate level 6 qualification as recognized by SAQA in Finance / Accounting with 3 years' experience as Assistant Director in finance. Registration with any professional body such as SAICA or SAIPA would be added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Ability to interpret and apply financial policies. Knowledge of government's financial processes, including budgeting, supply chain management. Knowledge of Generally Accepted Accounting Practices (GAAP). Knowledge of Generally Recognized Accounting Practices (GRAP). Knowledge of International Financial Reporting Standards. Knowledge and understanding of project management systems and processes. Computer literacy (Microsoft Excel and Word). Sound organizing and planning skills. Good communication skills (written and verbal).

DUTIES

: Purchases and payments: Authorize purchase requisitions (sundry, creditor purchases) to ensure adherence to internal policies and applicable legislation. Ensure budget is available for such purchase requisition. Verify the accuracy of claims by the contractor for the production of driving licenses cards against the production reports/DLTC orders and delivery reports in consultation with the service provider. Verify that all claims by the contractor for the production of credit card driving licenses are in line with the approved contracts (production of drivers licence card, software maintenance, hardware maintenance). Resolve all discrepancies before submission for payment approval. Prepare monthly analysis of drivers license card production costs to

identify abnormal trends. Review all payments to service providers (sundry and creditors) after ensuring adherence to internal policies and applicable legislation and in line with contract or quotations. Ensure that all payments submitted to the office are approved and certified by the duly authorized official before processing. Monitor payments to ensure that they are paid within 30 days in order to avoid incurring interest. Check that physical document matches the information on reports. Ensure that all supporting documentation is filed appropriately and easily retrievable. Handle all payment enquiries. Process creditor and sundry payments. Perform creditor's reconciliations on a monthly basis. Review all expenditure with the intention of identifying cost savings opportunities. Provide managerial accounting services: Prepare monthly finance management accounts (including the statement of financial position, statement of financial performance, cash flow statement and other monthly reporting schedules. Maintain and manage the account structures on Pastel. Review annual financial statements each year according to the applicable accounting framework (GRAP) by submitting all the financial information required for the compilation of financial statements. Perform any management or administrative duties to ensure that the Trading Entity is managed properly and complies with reporting requirements. Review of transactions: Monitor, check and review processed financial transactions including journals and payments etc. Identify and institute corrective measures for financial systems risk. Check and ensure that expenditure has been correctly allocated on the accounting system and ensure that deviations are adjusted by means of journals. Management of internal and external audit matters: Liaise and provide information to the internal- and external auditors, and other relevant stakeholders. Co-ordinate the communication of audit queries/ information and ensure that information is provided for audit and that audit queries are responded to. (Internal and external audit). Monitor the implementation of action plans to address audit findings and provide progress reports. Implement & manage systems, processes and procedures that facilitate effective & efficient banking and cash management: Check that all registers used in income and expenses are maintained according to policy and prescripts. Review weekly bank reconciliations and ensure that outstanding reconciling items are followed up and cleared timeously. Ensure compliance with banking requirements as prescribed by the Treasury Regulations; Ensure that proper control measures are implemented and practiced for the safekeeping of state monies and documents; Check that all suspense accounts are timeously reconciled and the transactions reflected can be explained and supported by valid documents. Check that the Trading Entities bank accounts are not overdrawn and if it is, investigate and report to a higher authority. Check that all suspense accounts are timeously reconciled. Records management: Ensure that proper records management system is implemented by DLCA for all financial and non-financial information i.e. filing payment batches, debtors invoices, bank statement, contract etc Ensure that supporting documents for financial transactions on Pastel can be easily retrieved based on certain reference numbers. Closure of Financial Month and year on Pastel: Check that all exceptions have been cleared prior to month end closure. Check trail balance daily and investigate any deviations and ensure that accounts that must be zero are zero and others are as close to closure. Check that monthly trial balance balances agrees to supporting document. Check that all adjustments have been captured and authorized prior to month end closure. Generate monthly report of journal entries and agree to supporting documentation. Review of all monthly reconciliation (debtors, suspense, bank and fixed assets). Compliance: Monitor compliance with applicable legislation by DLCA and provide monthly compliance report. Ensure that corrective actions are taken to resolve the identified non-compliance. Workplans and supervision of staff: Compile performance agreements for reporting staff and monitor staff performance and provide guidance and support; Complete staff assessment and discuss with staff; Assess staffs ability to effectively perform their duties and identify training needs; manage and present on-the-job capacity development programmes to enhance job performance of staff. Monitor quality control of work of subordinates. Monitor the planning, organizing and delegation of work to subordinates. Fixed asset management: Ensure control measures exists for verification of assets quarterly and at year-end. Review the reconciliation of the fixed asset register to both the general ledger/trial balance and the records of the contractor responsible for installing the assets. Ensure that all discrepancies are followed up and resolved. Review

		the calculation of monthly depreciation Review assets write-offs request to ensure adhere to internal policies and approved by the delegated official Provide monthly fixed asset report. Irregular expenditure: Facilitate the reporting of irregular, fruitless and wasteful expenditure. Ensure that irregular expenditure is resolved timely.
<u>ENQUIRIES</u>	:	Mr. Nqoba Ngomane Tel No: (012) 347 2522
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director Financial Management"
<u>POST 28/138</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DLCA/HRM/2025/03</u> Branch: Roads Transport Chief Directorate: Drivers Licence Card account (12 Months Contract)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate NQF Level 6 as recognized by SAQA in Logistics / Supply Chain Management or equivalent qualification with 3 years' experience at supervisory and Supply Chain Management field. Demonstrated knowledge in government procurement administration, tender administration, and warehouse / stores management. Strong leadership and supervisory abilities. Knowledge of the PFMA and Treasury Regulations. Excellent communication skills, both verbal and written (both verbal and written). Ability to work independently and under pressure.
<u>DUTIES</u>	:	Perform Demand Management: Ensure that procurement plans are submit by the 31st March each year. Manage and monitor the identification of supply chain risk and implementation of risk mitigation actions. Manage and monitor spend category performance to assist DLCA in defining its procurement needs. Provide Asset Management: Ensure that delivery of assets is monitored. Ensure that assets are barcoded within 24 hours. Facilitate asset verification (biannually and annually). Updating of inventory during verification and assets movements. Manage Acquisitions: Ensure that all procurement of goods and services is in accordance with the delegations and directives. Ensure that bids are initiated and successfully completed within the set timeframes for procurement over certain values. Monitor the bids and contract management activities. Assist with the pre-evaluation of proposals. Ensure that an efficient supply chain process has minimum risk in compliance with DLCA supply chain policies, procedures and governance. Ensure that an adequate audit trail is maintained for all transactions that can be subjected to an audit by the Auditor General. Manage Contracts: Ensure that contract variations or extensions are monitored. Ensure that service level agreements (SLA) are drafted and vetted by legal service. Ensure that contract monitoring meetings are held quarterly. Ensure contract register is monitored and end user are notified when contracts are about to lapse/end. Manage contract register. Manage Stores: Plan, coordinate and facilitate stock taking. Ensure timely replenishment of stock. Oversee the stock taking process. Audit queries: Attend to queries relating to supply chain management. Prepare training schedules, mentoring etc.
<u>ENQUIRIES</u>	:	Mr. Nqoba Ngomane Tel No: (012) 347 2522
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Supply Chain Management"
<u>POST 28/139</u>	:	<u>ASSITANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: DLCA/HRM/2022/04</u> Branch: Roads Transport Chief Directorate: Drivers Licence Card Account (12 Months' Contract)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate Level 6 qualification as recognized by SAQA in Computer Science / Computer Systems / Information Technology with three years at a supervisory and in an ICT Governance Field. Strong knowledge of governance and security control requirements. Proven experience in IT planning, organization and development. Knowledge and understanding of legislative requirements for IT. Procurement, utilisation and management of IT

infrastructure systems and applications. Knowledge of PFMA. MCSE / MCSA. Excellent knowledge of implementing of projects. Understanding of Cloud technology. Hands on experience with computer networks, network administration and network installation. Management and supervisory skills. Ability to maintain independence, integrity and objectivity. Strong communication and problem solving skills. Project management skills. Valid Driver's licence.

DUTIES

: Network Management: Managing the technology and network infrastructure support services. Providing daily technology operations service to DLCA. Monitor and control technology infrastructure performance and availability. Ensure a stable performance environment for enterprise e-mails system. Making sure that internet facilities are available. Maintaining and supporting the administration of SAMSUNG IP Telephony. Configure, install and maintain necessary hardware and software for LANM/AN hardware and software to provide a suitable environment to run production application. Identify solutions through constant interface with management, employees and other Government department. Liaise with Neotel relating to the Wide Area Network / Government Common Core Network. IT Security and Risk Management: Manage the deployment of Antivirus to all ICT Workstations and Servers. Manage the deployment of new updates through patch management to all ICT Workstations and servers. Manage all DLCA firewall. Ensure that external and internal audit queries and findings are resolved timeously. Ensures the implementation of internet and external audit recommendations. Contribute to the development of the risk register. Backup Management and Disaster recovery plan implementation: Ensure all DLCA data, information are backup daily, weekly and monthly. Backup of the email server and file servers. Desktop Support: Hardware and Software support. Hardware installations. Software installation. IT Policies and Procedures implementation: Implement and maintain IT security policies and administer access to Operating System, The Database and the Applications. Provide Standards, guidelines & procedures to all parties interfacing with the applications.

ENQUIRIES

NOTE

: Mr. Peter Mailula Tel No: (012) 347 2522
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director Information Technology"

POST 28/140

: **SENIOR FINANCE OFFICER REF NO: DLCA/HRM/2022/05**
Branch: Roads Transport
Chief Directorate: Drivers Licence Cards Account
(12 Months Contract)

SALARY

CENTRE

REQUIREMENTS

: R397 116 per annum (Level 08) plus 37% in lieu benefits
: Pretoria
: An undergraduate NQF Level 6 as recognized by SAQA in Finance / Accounting with 3 years in accounting field. Knowledge and Skills: strong personal computer and business solutions software skills. Strong interpersonal skills for interacting accountants, clients and upper management. Good communication skills for communicating with support personnel and management. Financial management. Strategic capability and leadership. Problem solving and analysis. People management and empowerment. Honesty and integrity.

DUTIES

: Manage Account Payables: Manages accounting functions including maintenance of general ledger, account payables, accounts receivable, and projects accounting, ensures accuracy and timeliness. Codes such items invoices, voices, vouchers, expenses reports, check requests etc. with correct codes conforming to standards procedures to ensure proper entry into the financial system. Prepare non-inventory purchase order requisitions. Attaches the corresponding purchase orders to incoming invoices with all supporting documentation. Investigates and resolves problems associated with processing of invoices and purchase orders. Assists with monthly status reports, and monthly closings. Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards. Process remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures. Manages monthly closing of financial records and posting of month end information, ensures accuracy of financial statements. Asset Register: Provide feedback on asset register based on results of asset

verification. Update the fixed asset register on the general ledger monthly. Inventory: Review inventory journal on a monthly basis. Prepare reconciliations on a monthly basis. System Maintenance: Develop, implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines. Vendor Management: Acts as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes. Handles all vendor correspondence via phone or email. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons. Budget Management: Prepares and recommends operating and personnel budgets for approval. Monitors spending for adherence to budget, recommends variances as necessary

ENQUIRIES : Mr. Ngoba Ngomane Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Senior Finance Officer"

POST 28/141 : **OFFICE ADMINISTRATOR GRADE II REF NO: DLCA/HRM/2024/06**
Branch: Roads Transport
Chief Directorate: Drivers Licence Card Account
(12 Months Contract)

SALARY : R325 101 per annum (Level 07), plus 37% in lieu benefits
CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF level 6 qualification as recognised by SAQA in Office Management and Technology/Business Management/ Administration and a Minimum of two years' secretarial experience and related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Good telephone etiquette and above average planning and organizing skills. Problem solving, decision making, and social skills. Project management skill. Presentation skills. Customer liaison skills. Strategic business management skills.

DUTIES : Provide secretarial and administration support service to the Head of the Entity. Receiving and screening telephone calls and referring the calls to the relevant people, Draft routine correspondences memorandum and reports. Respond to enquiries and liaise with public, clients, media and other institutions. Co-ordinate special projects and events. Coordinate the workflow of activities and duties between the office of the Head and all units. Coordinate reporting requirements for internal and external reports. Make travel and logistical arrangements for meetings. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the Head of the Entity.

ENQUIRIES : Mr. Peter Mailula Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Office Administrator Grade II"

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	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 DPSS 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.

OTHER POSTS

<u>POST 28/142</u>	:	<u>DEPUTY DIRECTOR: WATER USE ASSOCIATION PRICING REF NO: 220825/01</u> Branch: Regulation Compliance and Enforcement CD: Economic And Social Regulation Dir: Raw Water Pricing Regulation
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification. At least three (3) to (5) five years Assistant Director's or Principal / Chief Development Expert's experience in economics, accounting and / or financial management. Knowledge of the Water Service Act, National Water Act and the relevant water policies. Knowledge of Raw Water Pricing Strategy in terms of Section 56 of the National Water Act. Understanding of the PFMA and relevant regulations/circulars. Knowledge of project and programme management. Knowledge of Public Service Act, Public Service Regulations and Financial Management. Knowledge of inter-governmental relation. Report writing. Computer literacy. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage review process of the tariffs determined by water user associations. Monitor the tariff consultation process between the WUA's and members and review the consultation reports. Manage the assessments for the performance of water user associations. Research the development of industry best practices through benchmarking. Provision of support to the review of water related contracts. The development of a model contract framework to facilitate

		the contractual agreements between the WUA and its members, the department and / or water management institutions. Manage the development and implementation of pricing regulatory models. Monitor the compliance with the rules on regular intervals and develop assessment reports. Manage the project on the review of the raw water use pricing strategy as and when required. Provide business planning, general management of the sub-directorate. Coordinate the compilation of the sub-directorate's monthly and quarterly reports on regular intervals.
<u>ENQUIRIES</u>	:	Mr M Lidzhade, Tel No: (012) 336 7392
<u>POST 28/143</u>	:	<u>DEPUTY DIRECTOR: INTERMEDIARY WATER PRICING REF NO: 220825/02</u> Branch: Regulation Compliance and Enforcement CD: Economic And Social Regulation Dir: Bulk Portable Water Price Regulation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package) Pretoria Head Office A relevant NQF level 6 qualification. At least three (3) to (5) five years Assistant Director's or Principal / Chief Development Expert's experience in Economics, Accounting and / or Financial Management (tariff of pricing) environment. Exposure to a tariff or pricing environment. Knowledge of the Water Service Act, National Water Act and the relevant water policies. Understanding of the MFMA and the relevant circulars. Knowledge of norms and standards for tariffs in terms of section 10 of the Water Services Act. Knowledge of financial management, financial planning and modelling. Knowledge of Public Service Act and Public Service Regulations. Understanding of intergovernmental sector (IGR), and local government sector in South Africa. Negotiation skills. Ability to write reports and submissions. Ability to compile presentations. Knowledge of project and programme management, and Financial Management. Computer literacy. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Develop tariff determination standards and regulatory guidelines in relation to water pricing by bulk water providers. Analysis of tariffs input cost factors and all projections. Analysis of the interrelationship between economic and financial variables. Reconcile the implications of both economic and financial variables. Conduct performance assessment by bulk water institutions. Compile reports on the performance on annually basis at minimum. Manage the tariff consultation process. Oversee tariff consultation processes to ensure all affected parties are consulted. Management of human and financial resources. Prepare organisational plan, performance agreements and performance assessments.
<u>ENQUIRIES</u>	:	Ms T Nkomo Tel No: (012) 336 8444
<u>POST 28/144</u>	:	<u>SENIOR ADMINISTRATION OFFICER (HYDROLOGICAL DATA ARCHIVE) REF NO: 220825/03</u> Branch: Water Resource Management Dir: National Hydrological Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Pretoria (Head Office) An appropriate recognized National Diploma (NQF Level 6) in Public Administration /Public Management /Administrative Management/ Office Administration or Management. Three (3) to (5) years' experience in general administration related activities. Knowledge of Financial Administration and Records Management. The disclosure of a valid unexpired driver's license. Knowledge of Public Service Act and Regulations, Financial Procedures and Treasury Regulations, other relevant Prescripts governing Public Service and Batho Pele principles. Computer literacy, Communication skills (both verbal and written), Interpersonal relations, Organisational skills, Presentation skills, technical and interpersonal skills. People management, report writing, drafting of submissions and memoranda, good problem solving and analytical skills.
<u>DUTIES</u>	:	Responsible for the collection, organization, preservation, and retrieval of Hydrological Gauging weir's records and surface water flow gauging weir calibration reports. Ensure the maintenance of accurate and accessible

archives, supporting efficient information management and regulatory compliance. Co-ordinate the development of administrative documentation for projects including attendance registers, Codes of Conduct, Confidentiality Agreements and claim forms. Maintain an electronic database of appointees for different projects, coordinate and maintain office and logistical activities such as subsistence and travel claims, filing and scanning of documents, requisition of stationery, printing, document binding, e-mail, deliveries and other requests. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Organizing, classifying, and maintaining physical and digital records in a systematic manner. Ensuring the long-term preservation and conservation of documents and other archival materials. Maintaining and updating archive databases, ensuring accuracy and accessibility of information. Scanning documents and managing the filing system, both physical and electronic. Maintenance of the hydrological gauging weir records filling room. Supervise subordinates.

ENQUIRIES

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Mr Z Maswuma Tel No: (012) 336 8784

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	To apply for the below position, please apply online at https://jobs.gauteng.gov.za . Only online applications will be considered and for general enquiries please contact Human Resource at 076 521 4118.
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents , all other documents are submitted by shortlisted candidates). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 28/145</u>	:	<u>DEPUTY DIRECTOR-GENERAL: HEALTH BRANCH REF NO: REFS/023045</u> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<u>SALARY</u>	:	R1 813 182 - R2 135 835 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 8 or equivalent qualification as recognised by SAQA in Built Environment. A minimum of 8 Years' experience at senior management level. A valid driver's license. Must be registered with the relevant Council. Pre-Entry SMS Certificate. Competencies: Knowledge of: Intergovernmental Fiscal Relations Act of 1997. Intergovernmental framework Act of 2005, National Building Standards Act of 1977 and Regulation, Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA and Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Occupational Health and Safety Act of 1993 and Regulations, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Health Act, Regulations and Guidelines pertaining to infrastructure, All different contract options for leases, Basic Conditions of Employment Act, 1997, SDA, Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System, Project management, Basic Supply Chain Management, Strategic capability, PFMA & Treasury Regulations, Basic research analysis, Diversity management, People

DUTIES

management & empowerment and Change management. Skills: Leadership, Networking, Negotiation, Conflict management and Planning and organization. Attributes: Strategic, Decisive, Quality oriented.

: Manage and direct the provision of credible information and inputs to the Provincial Department of Health in terms of the preparation of the User Asset Management Plan [U-AMP]. Oversee timeous assessments of land suitability and availability. Provide strategic leadership for the determination of technical and functional norms and standards. Provide strategic leadership for the design and implementation of condition assessments for Health Facilities. Manage and direct the development of life cycle costs and maintenance plans taking into consideration maintenance backlogs. Oversee that credible data for the preparation of financial and non-financial reports from a GIAMA perspective that should be submitted by the Provincial Department of Health. Manage and direct the development & implementation of maintenance plans for all Health Facilities. Manage and direct the development and approval of the Infrastructure Programme Implementation Plan [IPIP] for Health. Manage and direct the finalisation and approval of the procurement plans supported by Departmental SCM. Manage any high level interaction in terms of contract management and reporting. Manage reporting on infrastructure delivery to Provincial & National Treasury, Heads of Departments, MECs and the Provincial EXCO. Manage and direct adherence to the Service Delivery Agreements and resolve any disputes. Report on the effective management of financial resources for projects. Report progress regarding implementation of infrastructure projects to relevant Governance structures. Manage and direct the finalisation of needs for framework contracts in close consultation with Health. Manage and direct the implementation of the construction procurement strategy, as developed by GDoH, to deliver on time and in line with all legislative imperatives. Meet on a regular basis the Head of Infrastructure within Department of Health, to resolve any issues pertaining to the delivery of services by DID to Health. Guide the development and updating of the longer term integrated provincial infrastructure plan. Manage and direct high-level interaction with key stakeholders such as Municipalities and Public Entities to promote delivery of services within the required timelines of the longer term integrated provincial infrastructure plan. Manage and direct effective functioning and provision of engineering inputs to the design and implementation of Capex projects. and direct effective functioning and provision of engineering inputs to the design and implementation of non-Capex projects. Manage and direct effective maintenance of laundries and boilers. Manage and direct the improvement and roll-out of the maintenance management system. Manage and direct any maintenance issues reported by the Provincial Department of Health. Manage adequate resources and functioning of Academic Maintenance Hubs. Manage adequate resources and functioning of District Maintenance Hubs. Manage the Service Delivery Agreements and resolve any disputes. Manage plans for supplies and interact with Departmental Supply Chain Management [SCM] to promote seamless procurement and delivery. Manage and direct gaps in technical skills. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Develop operational plans for the Directorate and work plans for each direct subordinate. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Impact positively on learn morale, sense of belonging and participation. Achieve strategic objectives against specified performance measures. Translate strategies into action plans. Secure cooperation from colleagues and learn members. Seek mutual benefit/win-win outcomes for all concerned. Manage human resources in unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written

		feedback [aligned to quarterly performance assessments] to personnel on performance.
<u>ENQUIRIES</u>	:	Ms. Amanda Nene at 072 668 0029/076 521 4118
<u>POST 28/146</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: REFS/023050</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 813 182 – R2 135 835 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary) The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office) An undergraduate qualification at NQF level 8 and a Postgraduate qualification at NQF level 8 or equivalent qualification as recognised by SAQA in Public Management/Administration, Social Science, Business Management/ Administration, Law, Management, Human Resources Management or related qualification. A minimum of 8 Years' experience at senior management level. A valid driver's license. Pre-Entry SMS Certificate. competencies: Knowledge of PFMA/ Treasury Regulations. Knowledge of Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Skills: Planning and organising. Leadership. Policy formulation. Policy analysis. Attributes: Strategic. Decisive. Influential.
<u>DUTIES</u>	:	Manage the coordination strategic planning services, service delivery plans, standards and customer care. Manage the implementation of integrated monitoring and evaluation services. Manage the provision of internal and external communication services. Manage the development and implementation of knowledge management. Manage the development and monitoring of the implementation of ICT policies, processes and procedures. Manage the provision and facilitation of infrastructure and operational support services. Manage the provision and maintenance of ICT administrative systems and data integrity. Manage conducting of ICT research. Manage the monitoring of adherence to implementation of information technology policies based on MISS. Manage provision of human resources management in the department. Manage the provision of legal advice, litigation and legal compliance and legal contract administration services. Manage the development and implementation of security management policies, systems and procedures. Manage the administration and monitoring of the implementation of security measures, including access control. Manage the provision of vetting services. Manage the development of policies and processes for office support and auxiliary services. Manage the provision and maintenance of internal record management. Manage the development of transformation policies, programmes, strategies and the monitoring of implementation. Manage the conducting of research, development of internal systems and maintenance of baseline information on beneficiaries and services offered. Manage the establishment of forums and engagement of stakeholders on the promotion and implementation of programme and projects. Manage the monitoring and conducting of impact assessments. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the

		Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Manage and monitor financial risk. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan and any other report required.
<u>ENQUIRIES</u>	:	Ms. Amanda Nene at 072 668 0029/076 521 4118
<u>POST 28/147</u>	:	<u>CHIEF DIRECTOR: HEALTH INFRASTRUCTURE AND TECHNICAL PORTFOLIO SERVICES REF NO: REFS/023047</u> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<u>SALARY</u>		R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Built environment as recognized by SAQA. Registration with Engineering and Built Environment Council as a Professional in the Built environment. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of: Intergovernmental Fiscal Relations Act of 1997. Intergovernmental framework Act of 2005, National Building Standards Act of 1977 and Regulation, Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA and Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Occupational Health and Safety Act of 1993 and Regulations, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Health Act, Regulations and Guidelines pertaining to infrastructure, All different contract options for leases, Basic Conditions of Employment Act, 1997, SDA, Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System, Project management, Basic Supply Chain Management, Strategic capability, PFMA & Treasury Regulations, Basic research analysis, Diversity management, People management & empowerment and Change management. Skills: Leadership, Networking, Negotiation, Conflict management and Planning and organization. Attributes: Strategic, Decisive, Quality oriented.
<u>DUTIES</u>	:	Manage interaction with the Provincial Department of Health to Department of Health to develop and agree on a Service Delivery Agreement for the provision of day to day, routine/ preventative and emergency maintenance services to all Health Facilities [Head Office, District Managers and Chief Executive Officers of Hospitals]. Manage regular meetings with the Provincial Department to provide feedback on service rendered. Manage the determination of budgetary requirements for work to be outsourced. Manage the budgeting and issuing framework contracts to be issues for maintenance work that cannot be provided through in-house technical personnel supported by Departmental Supply Chain. Manage consultation with Health on integration of contract framework contracts to promote efficiency and savings. Manage the use of framework contracts [package orders and task orders]. Monitoring contract implementation to validate conditions of contracts within agreed time frames, budgets and quality standards. Manage the readiness of Capital Infrastructure designs for Health portfolio for tenders to facilitate the delivery of infrastructure projects. Manage the timeous, affordable, and quality completion of refurbishment and renovations of Health facilities. Provide guidance regarding the validation of finding performance. Provide guidance regarding the assessments to determine progress and optimisation of how infrastructure budgets are achieving intended deliverables. Guide validations to ascertain adherence to the implementation of service delivery agreements. Guide the assessments of infrastructure programme implementation plans and consolidated infrastructure plans. Provide advice/ inputs regarding the review of infrastructure procurement processes. Guide the review and monitoring of

different infrastructure projects. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto Tel: 076 942 4090
<u>POST 28/148</u>	:	<u>CHIEF DIRECTOR: MAINTENANCE REF NO: REFS/023051</u> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<u>SALARY</u>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Engineering/ Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Registration with one of the Engineering/Built Environment professions in South Africa as a professional is compulsory. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Preferential Procurement Act of 2000 and Regulations. Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Client Management. Manage interaction with the Provincial Department of Health to develop and agree on a Service Delivery Agreement for the provision of day-to-day, routine/preventative and emergency maintenance services to all Health Facilities. [Head Office, District Managers and Chief Executive Officers of Hospitals]. Manage regular meetings with the Provincial Department to provide feedback on service rendered. Manage the determination of budgetary requirements for work to be outsourced. Manage agreements with the Provincial Department of Health on the budgeting for work to be outsourced. Maintenance Management System. Manage the determination of budgetary requirements for the implementation of the maintenance management system. Roll out of the maintenance management system at all Health Facilities. Monitor that each Health Facility has a maintenance plan. Monitor that technical condition assessment information are collected by District Maintenance Hubs and updated on the Immovable Asset Register. Manage

Framework Contracts. Manage the budgeting and issuing framework contracts to be issued for maintenance work that cannot be provided through in-house technical personnel supported by Departmental Supply Chain Management. Manage consultation with the Education and Other Provincial Departments Branch on integration of framework contracts to promote efficiency and savings. Manage the use of framework contracts [package orders and task orders]. Monitor contract implementation to validate conditions of contracts are being adhered to. Manage implementation of contracts within agreed time frames, budgets and quality standards. District and Facility Maintenance Hubs. Manage adequate resources and functioning of Academic Maintenance Hubs. Manage adequate resources and functioning of District Maintenance Hubs. Manage the development of plans and budgets for supplies and tools required by maintenance personnel. Manage the procurement of supplies and tools [equipment] supported by the Departmental Supply Chain Management Unit. Manage the design and roll out of the asset management system at each Health Facility to safeguard the supplies and equipment [movable assets]. Manage the budgeting and implementation of maintenance programmes for all equipment. Manage financial reporting on the use of movable assets [equipment, tools and supplies]. Technical Support Services. Manage the budgeting for and rendering of Category 3 Maintenance Services to all Health Facilities. Manage the provision of electrical, mechanical, building and medical gas maintenance services through outsourced contracts and provision of internal specialised service. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs for the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Financial Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Strategic Management. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for the unit and work plans. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 742 4090
<u>POST 28/149</u>	:	<u>CHIEF DIRECTOR: OTHER PROVINCIAL DEPARTMENTS REF NO: REFS/023057</u> Infrastructure Maintenance and Technical Portfolio Services Branch: Education and Other Provincial Departments Infrastructure Maintenance and Technical Portfolio
<u>SALARY</u>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Registration with one of the Built Environment professions in South Africa as a professional is compulsory. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act

of 2007. Preferential Procurement Act of 2000 and Regulations. Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.

DUTIES

: Manage and direct the provision of professional inputs to Other Provincial Departments in terms of the preparation of the User Asset Management Plan [U-AMP]. Manage and direct the validation of the suitability and availability of land and services for Other Provincial Departments. Manage and direct integrated planning for the acquisition and/or disposal of land and property for Other Provincial Departments. Determine lifecycle costs for immovable assets of other Provincial Departments. [Including all Offices]. Develop maintenance plans for immovable assets of Other Provincial Departments. [Including all Offices]. Manage the submission of information for the updating of the Provincial Asset Register for Other6 Provincial Departments' immovable assets. Manage and direct the planning and design for Technical Condition Assessments for Departmental Facilities in consultation with Other Provincial Departments. Manage interaction with all relevant stakeholders to provide property services timeously and adequately to Other Provincial Departments. Manage the collaboration with Municipalities and Public Entities in terms of the provision of services to Other Provincial Departments. Manage and direct the provision of professional inputs to Other Provincial Departments in terms of the preparation of Infrastructure Programme Management Plans [IPMPs]. Manage and direct the provision of professional inputs and appropriate systems to Other Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Manage the provision of professional inputs to Other Provincial Departments in terms of the determination of technical and functional norms and standards for infrastructure projects, coordinate development of RPRP based on IPMP. Manage the approval process for building plans in terms of National and Local Government Building Regulations, relevant SANS and any heritage requirements. Finalise the Infrastructure Programme Implementation Plans [IPIPs] for sign off by Other Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements with Other Provincial Departments. Prepare the annual procurement plan for all Other Provincial Departments' infrastructure projects/programmes and submit to Departmental Supply Chain Management for sign off. Manage social facilitation with local communities and contractors and intervene where required. Monitor adherence to timeframes, budgets and quality assurance standards for all infrastructure contracts being implemented for Other Provincial Departments. Report progress regarding implementation of infrastructure projects to relevant Governance structures. Manage property and infrastructure inputs for longer term integrated infrastructure planning in the province. Manage maintenances projects and soft services for Other Provincial Departments. Manage the effective spending of infrastructure grant funding. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan or any other reports.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

POST 28/150

: **CHIEF DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS FEF NO: REFS/023059**
Chief Directorate: Infrastructure Research, Planning and Systems

SALARY

: R1 494 900 – R1 787 328.per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Economic and Management Sciences (informatics) and/or Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of

PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Project Management. People Management. Financial Management. Conflict Management Skills: Financial management skills. Presentation Skills. Communication skills (verbal and written). Computer literacy. Project management skills. Attributes: Responsive. Credible. Flexible. Quality-oriented. Creative. Responsive.

DUTIES

: Manage and direct the commissioning of relevant research as requested by line managers and trends in the institutional environment within which GDID functions. Manage and direct research projects in line with the approved research agenda of GDID. Manage and direct the interpretation of relevant research publications and include findings in policies and/or public debate of GDID. Manage and direct the development and updating of guidelines, standards and norms for any policy to be developed by GDID. Manage and direct the implementation of quality assurance on all policies developed by GDID and provide feedback to line managers. Manage and direct the development of all policies on green technology. Manage and direct the drafting of legislation and regulations in consultation with Legal Services and related stakeholders. Manage and direct compliance with legislation and regulations in relation with policies and research findings. Manage and direct the coordination of tracking of National and Provincial Legislation updates and amendments. Manage and direct the sharing of knowledge in collaboration with Corporate Services. Review and sign off on research. Manage and analyse property management rates, market related rates and trends. Manage and direct research into appropriate best practice property management, facilities management and portfolio management systems and processes. Review and sign off on research. Manage and direct relevant research pertaining to occupational health and safety & quality. Manage and direct the setting of quality and occupational health and safety standards in line with legislative requirements and international standards. Manage and direct the establishment, roll out and continued improvement of the project and programme management systems in infrastructure delivery. Manage and direct the provision of professional guidance to EPWP for the design of contractor development programmes. Manage and analyse industry trends for infrastructure delivery. Manage and direct research into appropriate best practice for construction methodologies, alternative built solutions and site management. Manage and direct relevant aspects related to the use of Professional Service Providers including appropriate fee structures. Manage and direct research on market related trends regarding construction and Professional Service Providers fee rates. Manage and direct sharing of knowledge in terms of changes made to construction procurement contracts. Manage and direct the establishment, updating and continued improvement of the built environment specific documentation system. Manage and direct the analysis of protocols and policies to determine specific green technology projects and programmes. Manage and research into worldwide development in green technology. Manage and direct the planning, design and budgeting of green technology projects. Manage and direct the implementation of green technology projects. Manage and direct the reporting on and monitoring of green technology projects. Manage and direct the implementation of post project evaluations to inform future design of green technology projects. Manage and direct the cost effectiveness of proposed green technology projects and programmes. Manage interaction with local and international stakeholders to inform longer term infrastructure planning in close collaboration with related Planning Forums. Manage interaction at different inter and intra governmental fora. Manage the development of inputs for longer term infrastructure and property planning from the perspective of GDID. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance

		Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 072 668 0029/076 521 4118
<u>POST 28/151</u>	:	<u>CHIEF DIRECTOR: CONSTRUCTION PROCUREMENT SCM REF NO: REFS/023056</u> Branch: Finance and SCM
<u>SALARY</u>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management/ Economics/ Accounting/Business Administration as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Manage and direct the development of a Supply Chain Management policy framework that deals with the whole spectrum of construction procurement. Manage the determination of delegations for construction procurement. Establish construction procurement processes and procedures [Standard Operating Procedures] that are fair, competitive, equitable, transparent and cost effective. Manage the design and implementation of a system to monitor performance of suppliers and the performance of the Contracting Institution. Manage the development of risk mitigation strategies to evaluate performance of suppliers. Manage the development of Standard Procurement Templates. Manage the appointment, training and vetting of Tender Committee members. Monitor implementation of construction procurement strategies requested/submitted by sector departments. Manage and direct inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Manage finalisation of procurement plans. Manage finalisation of Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the processes related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage and direct responsiveness testing. Manage and direct Tender Evaluation processes. Manage and direct Tender Adjudication processes. Monitor the trends on tender amounts submitted by various contractors in various sectors. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee System. Manage implementation of penalties where required. Manage expansions of contracts

above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivations for events which in terms of the contract increase the total of prices or time for Completion by more than 1% and make recommendations. Manage the preparation of performance reports for the professional service provider based on inputs received from the relevant infrastructure units. Monitor communication between SCM and infrastructure units in order for various branches to meet all contractual timelines and related obligations. Manage and direct the preparation, submission and/or presentation of monthly reports. Manage and direct the preparation, submission and/or presentation of annual reports. Manage and direct the preparation, submission and/or presentation of general/ad hoc reports. Manage registration of projects awarded to contractors with CIDB. Manage updates of information on CIDB website pertaining to various projects (i.e. from start to completion/cancellation). Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Develop operational plans for the Directorate and work plans for each direct subordinate. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Impact positively on learn morale, sense of belonging and participation. Achieve strategic objectives against specified performance measures. Translate strategies into action plans. Secure cooperation from colleagues and learn members. Seek mutual benefit/win-win outcomes for all concerned. Support stakeholders in achieving their goals. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

:

Ms. Sikelelwa Mboto at 076 942 4090

POST 28/152

:

CHIEF DIRECTOR: FACILITIES AND ESTATE MANAGEMENT REF NO: REFS/023061

Branch: Property Management
(12 Months Contract)

SALARY

:

R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees. Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE
REQUIREMENTS**

:

Head Office (Johannesburg)

:

An undergraduate qualification at NQF Level 7 in Property Management/ Facilities Management/ Real Estate/Bsc in Civil/Electrical/Building Engineering as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in facilities or buildings management. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016, PFMA/ Treasury Regulations, all different contract options for leases, Provincial/Departmental Supply Chain Management Policies, Government Immovable Asset Management Act of 2007, Gauteng Land Administration Act of 1996, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013, Provincial Infrastructure Delivery Management System, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Basic Conditions of Employment Act, 1997, National Building Standards Act of 1977 and Regulations, Council for Built Environment Act of 2000, Occupational Health and Safety Act of 1993 and Regulations. Change Management, Project

Management, Conflict Management, Financial Management, People Management, Strategic Management. Knowledge of Contract Management and the interpretation and implementation of contracts with supplier. Knowledge and experience of Accommodation and Office Space Planning. Skills: Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation. Planning and organising. Leadership. Attributes: Strategic. Decisive. Influential.

DUTIES

: Develop strategic plans for current issues in facilities management (including capital works). Manage facility assessments including planning and budgeting to inform maintenance services for leased out, unoccupied buildings and Surplus to Requirements (STRs) properties. Manage the provision of hard and soft services. Manage the provision of property physical verification and inspections (leased and unoccupied properties and vacant land). Ensure that facilities meet legislative prescripts (including health, security and energy efficiency requirements). Ensure that landlords maintain facilities and comply with OHS and other legislative requirements in line with Service Level Agreements. Conduct research to identify new technologies to improve efficiency and cost reduction in facilities management. Coordinate Architects, Engineers and Contractors to ensure facilities management projects are completed within time and costs. Establish and enforce safety protocols in all facilities to ensure employee health and wellbeing. Manage development and implementation of maintenance plans for all government-owned facilities. Manage and direct standardization of Facilities Management processes, procedures and controls to ensure uniformity within DID to minimize the organisation's financial and legal risks. Manage facilities lease contracts and bidding processes. Ensure optimal occupancy of all immovable assets leased (Space Planning). Manage the setting of norms and standards for leases. Manage interaction with Provincial Departments to ascertain budgets for leases and finalized lease requirements. Manage the procurement of leases supported by the Departmental Supply Chain Management. Manage lease portfolios and contracts in line with service level agreements and contract conditions (Operating leases & Leasing of GPG owned portfolio). Manage structured facility assessments and inspections of all leased in facilities and ensure that landlords maintain facilities and comply with OHS and other legislative requirements in line with Service Level Agreements. Manage the payment of operating leases. Manage the design of guidelines for the inspection of leased properties and capacitate infrastructure units on the application of the guidelines. Oversee and coordinate all matters related to Tenant Installation requirements on leased properties, including space customization, landlord obligations, cost allocations and ensuring compliance with lease provisions and departmental needs. Manage debtors in terms of utilities services. Manage and direct the development and implementation of building maintenance policies, processes, standard procedures and control framework to ensure compliance with governance and best practice. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to implementation of risk mitigation strategies quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage client relations and stakeholder management. Manage risks and. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for Branch and work plans. Manage written contributions to departmental quarterly

		progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 28/153</u>	:	<u>DIRECTOR: ACADEMIC MAINTENANCE HUBS REF NO: REFS/023052</u> Chef Directorate: Maintenance
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Mechanical/Electrical Engineering as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. Must be registered with Engineering Council of South Africa. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. National Building Standards Act of 1977 and Regulations. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA and Treasury Regulations. Skills: Interpersonal Relations. Conflict management. Communication. Networking. Negotiation. Computer literacy. Presentation. Analytical. Report writing. Facilitation. Attributes- Proactive and resourceful, Cost conscious, Quality oriented, Responsive, People oriented, Innovative, Credible, Problem-solving ability, Strategic, Decisive, Credible and Motivating.
<u>DUTIES</u>	:	Prepare annual operational and procurement plan. Manage funds in the District Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Manage the roll out of the maintenance management system and full capacitation of the District Maintenance Hub. Monitor the updating the maintenance management system in terms of approved plans. Make recommendations on interventions to be implemented. Ensure safety compliance in all machinery and buildings. Implement preventative and planned maintenance on all plant and equipment. Manage and monitor implementation of technical repairs. Oversee the provision of suppliers and spares. Manage the customisation of specifications. Manage procurement within delegations. Monitor performance of suppliers and contractors. Intervene if performance of suppliers and contractors are below standard. Recommend payments of suppliers and contractors. Liaise with suppliers and contractors in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process within delegations. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers and contractors before invoices are approved for payment. Manage the effective and efficient functioning of stores. Manage offices and movable assets. Manage the provision of corporate services in the district and to the Facility Maintenance Hubs. Manage financial and supportive logistical services. Prepare budgets for the Academic Maintenance Hubs. Manage training for maintenance personnel. Manage the effective and efficient use of job creation programmes. Meets with Heads of Health Facilities, Health District Manager, Municipalities, and Public Entities. Manage service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Monitor compliance with Occupational Health and Safety Act (OHS) in the District and Facility Maintenance Hubs. Plan for the required resources to comply with OHS requirements. Manage implementation of OHS activities and prepare regular progress reports in line with the legislative requirements. Manage compliance of technical personnel in terms of all aspects pertaining to a safe environment. Participate in the OHS committees and provide technical guidance to OHS committee members. Manage compliance with SANS i.e. SANS 0142 Electrical compliance; HVAC; Building regulations. Manage compliance with Health care core standards. Manage the implementation of electrical, mechanical and building inspection services. Manage the implementation of condition assessments. Manage the validation of technical information and submit for updating on the immovable asset

register. Manage implementation of inspections on capex and maintenance projects. Keep updated with new technologies and procedures. Manage human resources in the Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine Human Resources needs of the Academic Maintenance Hub. Develop and update the service delivery and work plan for Maintenance Hub. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 28/154</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY NORTHERN CLUSTER REF NO: REFS/023053</u> Chief Directorate: Education Infrastructure, Maintenance and Technical Portfolio Services
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in built environment as recognised by SAQA. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management. Customer focus and responsiveness. Communication. Computer and People management skills. Planning and organising. Conflict management. Negotiation skills Change management Attributes- Responsive. Credible, Flexible, Quality-oriented, Creative, Responsive. Decision making. Team leadership.
<u>DUTIES</u>	:	Manage the professional inputs being provided to the Provincial Department of Education in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs being provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. (Life cycle costs, maintenance plans, etc). Manage the professional inputs being provided to the Provincial Department of Education in terms of new technology, revised norms, standards, innovations, and renewable energy. Manage the professional inputs being provided to the Provincial Department of Education in terms of the final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies, and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the Infrastructure Programme Implementation Plan [IPIP] for sign off by the Provincial Education Department. Direct and prepare the procurement plan for the Provincial Department of Education supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projection aligned to allocated budgets. Manage the validation of building plans in terms of National and Municipal Building Regulations.

Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit (SCM). Manage the registration of projects on the CIDB i-tender system. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Department of Education and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by the Provincial Department of Education in terms of the IPIP and different Project Execution Plans (PEPs). Manage the implementation of contacts in line with budgets, timeframes, and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Prepare regular progress reports to the Provincial Department of Education. Manage regular interaction with the Provincial Department of Education to pro-actively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by the Provincial Department of Education. Provide progress reports at all the relevant Governance Infrastructure Structures. Consolidate and provide reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management (SCM). Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralised document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to CIDB. Manage the close out of all projects and prepare close out reports. Approve contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that award and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations in consultation with Legal Services and relevant Infrastructure Professionals before submission to Departmental Supply Chain Management. Assess and recommend termination and/or cancellation of contracts based on inputs from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decided on the implementation of appropriate mitigation strategies to manage in a pro-active manner potential contractual implications. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Participate in site visits arranged by Provincial Treasury and/or other stakeholders. Report all non-performance issues to Risk Management.

ENQUIRIES

: Ms. Amanda Nene at 072 668 0029/076 521 4118

POST 28/155

: **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/023055**
Chief Directorate: Financial Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE
REQUIREMENTS**

: Head Office (Johannesburg)
: An undergraduate qualification at NQF level 7 in Financial Management/Accounting/Business Administration. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations.

DUTIES

Understanding DID related projects or agencies. Knowledge of SLAs. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. Skills: Communication. Report writing. Analytical Presentation. Planning and organising. Leadership. Negotiation, Influencing. Attributes- People oriented. Innovative. Credible.

: Support the Chief Director and other departmental officials in the execution of their functions in terms of the Public Finance Act and Treasury Regulations. Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Establish and implement strategic budget systems. Manage performance of the departmental programmes. Manage budget and expenditure and trading accounts of the department. Maintain communication with the CFO and availability of relevant financial information. Maintain full and proper records of financial affairs of the department. Ensure correspondence of departmental expenditure with the vote of the department and the main division within the department. Develop effective and appropriate mechanisms to prevent unauthorised expenditure. Manage the identification of revenue sources. Reconcile revenue records. Manage compliance with the annual Division of Revenue Act. Implement and monitor well-designed best practice revenue models for the department. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the workplans of the unit with the priorities of DID. Develop operational plans for Branch and work plans. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

POST 28/156

: **DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING SERVICES**
REF NO: REFS/023060
Chief Directorate: Financial Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE **REQUIREMENTS**

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Financial Management/Accounting/Business Administration or related qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: knowledge of GPG and DID policies and procedures. Relevant

	legislation and Public Service Regulations. Understanding DID related projects or agencies. Knowledge of SLAs. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. Skills: Communication. Report writing. Analytical Presentation. Planning and organising. Leadership. Negotiation, Influencing. Attributes - People oriented. Innovative. Credible.
<u>DUTIES</u>	: Manage the development and monitoring of financial administration and accounting policies, systems and processes. Manage the provision of delegations and governance frameworks. Manage financial information systems. Manage the provision PAYE, UIF and debt management services. Manage the provision of reconciliation and accounting services. Manage the submission of monthly financial reports. Manage the preparation of quarterly and annual financial statements. Manage the analysis of expenditure and provision of financial support to Responsibility Managers. Manage the provision of support to District Maintenance Hubs in terms of expenditure against budgets. Manage the certification of payroll and processing of employee costs, advances, claims and transfers. Manage the allocation and approval of payments on systems. Manage payment-related queries. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for Directorate and work plans for each Director in the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/157</u>	: <u>DIRECTOR: SCM CONSTRUCTION PROCUREMENT (EDUCATION)</u> <u>HEALTH REF NO: REFS/023046</u> Chef Directorate: Construction Procurement: SCM
<u>SALARY</u>	: R1 266 714 - R1 433 355 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	: Head Office (Johannesburg) : An undergraduate qualification at NQF Level 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Business Management/Business Administration/Strategic Source/Purchasing Management recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of BAS. Change Management. Project

DUTIES

Management. Conflict Management Financial Management. Skills: Planning and organising. Leadership. Policy formulation. Policy analysis. Attributes- Strategic. Decisive. Influential.

: Manage demand and planning. Manage the review of business cases for procurement. Manage the confirmation of needs and priorities of Sector Departments for infrastructure projects. Manage the finalisation of procurement plans. Manage cross functional teams to finalise bid specification documentation. Manage contracts and supply chain performance. Manage the administration of contracts. Manage the opening, updating and maintenance of project records and files. Manage supply chain performance. Manage guarantees and retention. Manage administrative and financial close out of projects. Manage acquisition. Manage the supplier database, vetting and tender administration. Manage evaluation and award of tenders. Manage professional secretariat services to procurement committees. Manage the provision of professional secretariat services for Documentation Review Committee. Manage the provision of secretariat services for Bid Evaluation Committee. Manage the provision of professional secretariat services for Bid Adjudication Committee. Manage the provision of professional secretariat services for tender briefing meetings. People Management. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Financial Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Strategic Management. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for the unit and work plans. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

POST 28/158

: **DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: REFS/023049**

Chief Directorate: Human Resources Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)

: A qualification at NQF Level 7 in Human Resources Management as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Full PESRSAL Certificate is mandatory. Competencies: knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of Contracts. Management information knowledge. Project management methodologies. Project Management. People Management. Financial Management. Conflict Management. Skills: Problem solving. Diversity awareness. Communication. Analytical. Initiative. Innovation/ continuous

	improvement. Planning and organising. Leadership Negotiation. Influencing Attributes - People oriented. Innovative.
<u>DUTIES</u>	: Manage the advertising of posts. Manage the provision of support with selection processes. Manage the administration of appointments. Manage the provision of conditions of services. Manage the provision of HR registry services. Manage the administration of termination of services. Manage the conducting of HR audits. Manage and provide support with the implementation of PILLIR. Manage the development and maintenance of database and systems regarding HR information. Manage HR reports and staff establishment. Manage HR communications. Manage the staff establishment. Manage payroll. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Chief Directorate with the priorities of GDID. Develop operational plans for Chief Directorate and work plans for each Director in the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118
<u>POST 28/159</u>	: <u>DIRECTOR: LOGISTICAL OFFICE SUPPORT SERVICES REF NO: REFS/023054</u> Directorate: Logistical Office Support Services
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	: Head Office (Johannesburg) : A qualification at NQF Level 7 in Public Administration /Public Management/Business Administration/ Social Sciences. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Contract Management. Knowledge of SLAs. Understanding of expectation of customers. Skills: Communication, Analytical, Research, Negotiation and Report writing. Planning and Organising. Ability to convert Policy into action. Attributes- Self Driven, Innovative. Team player and Flexible, Proactive and Resourceful. Quality oriented. Influential and problem-solving Client focused/centric.
<u>DUTIES</u>	: Manage the development of policies and processes for office support and auxiliary services. Develop a master plan to manage the logistics of all GDID buildings. Develop full review report for gap analysis and intervention strategies. Set minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Manage the provision and maintenance of internal record management services. Manage administration and coordination of proper Records. Manage registry according to the National Archives Act. Manage the provision of centralised secretary and driver/messenger services. Manage the development of transport services

blueprint. Manage parking allocations and set requirements for occupancy ratios. Manage the daily rendering of Messenger and Courier services. Manage the provision of professional secretariat services for executive meetings and executive committees. Manage the provision of food and office support services. Manage rendering of departmental Diaries services. Manage the provision of auxiliary services. Manage the provision of printing services. Develop policies and processes. Manage the provision of telecommunication services. Manage the provision of reproductive and printing services. Manage mass reproduction functions. Manage the provision of reception and switchboard services. Manage the Switchboard and Telephonic activities. Manage the co-ordination of Tele-directory communications. Manage front line Reception desk services to depart internal and external clients. People Management, Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Financial Management. Strategic Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Strategic Management. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

POST 28/160

: **DIRECTOR: ORGANISATIONAL RISK MANAGEMENT REF NO: REFS/023048**
Branch: Office of the HOD

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE
REQUIREMENTS**

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Risk Management or Commerce as recognised by SAQA. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: GPG and DID policies and procedures. PFMA and Treasury regulations. Relevant legislation and Public Service Regulations. Understanding DID related projects or agencies. Knowledge of Financial Management and Provisioning Administration. National Treasury Risk Management Framework. Policy development. Change management. Project Management. Skills: Financial management. Human Resources and Administration. Project management. Presentation and Report writing. Planning and Organising. Stakeholder relationship management. Negotiation and dispute resolution. Facilitation of workshops and meetings with diverse spectrum of role players at senior level. Attributes- Decisive, Team worker. Diversity and Customer focused. Proactive and resourceful. Flexible/ Change oriented. Cost conscious. Quality oriented. Responsive, People oriented, Credible and Innovative. Problem solving ability. Decisive and Strategic.

DUTIES

: Manage the development, implementation and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risk. Manage the development, implementation and maintenance of the department's enterprise risk management (ERM) strategy and supporting policies. Manage the conducting of risk analysis, develop and manage the department's risk maturity profile in the core and support business. Manage the compilation of the strategic and operational risk register. Manage the reporting of all relevant ERM matters, including findings, risk positions and recommendations to relevant stakeholders. Manage the coordination of

SCOPA and Audit Committee. Manage the evaluation and prioritization of risk analysis projects across the department. Manage the utilization of sources of information (e.g. internal audit reports, investigation reports, security reports etc.) to validate results of risk identification and assessment processes/workshops. Manage the supporting of Risk Management Operational Committee. Manage the development and implementation of the business continuity management plans, policies and strategies. Manage the conducting of awareness campaigns to alert employees of disruptive events. Manage the supporting of the Business Continuity Management Committee. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for unit and work plans for each Deputy Director in the unit. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

Ms. Amanda Nene at 072 668 0029/076 521 4118

ENQUIRIES

POST 28/161

: **DIRECTOR: PROPERTY MANAGEMENT AREA 2 (REVENUE AND EXPENDITURE MANAGEMENT) REF NO: REFS/023058**
Branch: Property Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 or equivalent in Property Studies/ Finance/Business Economics or related as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in property finance environment. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of PFMA/ Treasury Regulations. Property Finance. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Revenue Management. Debtors Management. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Change Management. Project Management. Conflict Management. Financial Management. People Management Strategic Management. Skills: Planning and organising. Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes – Strategic. Decisive. Influential. Team player. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

DUTIES

: Manage Property Financial planning, budgeting and reporting. Manage and coordinate the financial planning and budgeting process for the Branch. Manage and ensure inclusion of identified risks and opportunities into the financial forecast/plans. Manage the validation of all municipal account. Manage the payments of all municipal accounts services, rates & taxes and lease payments. Manage the payments of all landlord accounts. Manage all debtors and creditors related to municipal services and rental accounts. Manage and direct payments of rentals in line with lease contracts. Creditor's management. Manage payment of all creditors within prescribed period. Manage and ensure accurate monthly billing of all rentals and recoveries (rates & taxes, water, electricity). Manage and direct the collection of lease payments. Conduct monthly/quarterly/annual accounts reconciliation. Debtor's management. Manage reconciliation of all accounts. Manage relationship between the Directorate, internal and external audit team. Manage and ensure timeous response on all internal and external audit request for information. Manage and co-ordinate all directorate queries and responses. Manage implementation of audit mitigation plans to reduce audit findings in the Property Branch. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans and Operation Plans of the Department. Manage human resource in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities to the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the entire Chief Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Property Management branch in terms of the departmental budget allocations. Ensure timeous allocation of all accruals. Conduct analysis activities to improve the Branch's financial performance. Manage and review the actual performance against the plan to identify gaps, update forecasts and recommend actions to improve performance where required. Manage development of contingency plans. Manage the accuracy and alignment in reporting between the reporting done by Departmental financial team and the Branch. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of DID. Develop operational plans for the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Reports, SCOPA, Budget speeches, Annual Performance Plan, etc. Provide adhoc, monthly, quarterly and annual financial reporting.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/162

: **DIRECTOR: OFFICE OF THE HOD REF NO: REFS/023183**
Branch: Office of the HOD

SALARY

: R1 266 714 - R 1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Public Administration/Business Management or related field as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of GPG and DID policies and procedures. Understanding of different project management principles. Relevant legislation and Public Service Regulations. Understanding DID related projects or agencies. Understanding of

expectations of customers. Knowledge of SLAs. Management information knowledge. Planning and organisation of meetings, conferences & travel schedules. People management. Financial Management. Project Management. Policy development. Skills: Ability to draft complex documentation. Ability to manage various office activities. Ability to work under pressure. Ability to make sound judgements. Customer service oriented. Financial management. Change management. Attributes – Diversity management. Self-management. Quality Orientated. Problem solving ability. Cost conscious. Innovative. Decisive.

DUTIES

: Ensure efficient liaison between the Offices of the HoD and MEC. Ensure the effective coordination between the Office of the HoD and Office of the Premier. Ensure provision of effective secretariat support services to the HoD. Establish and maintain systems for effective workflow to enable enhanced function of the Department through the Branches of the Department. Monitor compliance with relevant committees and legislature bodies' resolutions, to which the department accounts. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Facilitate and prepare monthly management reports for the MEC. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of secretariat services to ensure formalised decision-making structures in the Department. Ensure document management and classification of documents. Ensure the management of the HoD's diary, year plan and decision notices, effectively. Ensure appropriate accessibility arrangement for key stakeholders to the Office of the HoD. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for Directorate and work plans for each employee in the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 742 4090

OTHER POSTS

POST 28/163

: **CHIEF ENGINEER: MECHANICAL REF NO: REFS/022707**
Chief Directorate: Engineering Services

SALARY

: R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic: salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: A Degree at (NQF 7) in Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad. Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2016. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and

DUTIES

leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/164

: **CHIEF ENGINEER: STRUCTURAL/ CIVIL REF NO: REFS/022708**
Chief Directorate: Engineering Services.

SALARY

: R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE
REQUIREMENTS**

: Head Office (Johannesburg)
: A Degree at (NQF 7) in Civil/Structural Engineering (B Eng/ BSC Eng) or relevant qualification as recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007.

	Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.
<u>DUTIES</u>	: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/165</u>	: <u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/022727</u> Directorate: Infrastructure Delivery Eastern/Central Cluster
<u>SALARY</u>	R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	: Head Office Johannesburg : A Degree (NQF 7) in Structural/Civil Engineering (B Eng/ BSC Eng) in Civil/Structural Engineering or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations,

Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient

		communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/166</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL MAINTENANCE HUB REF NO: REFS/023158</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF Level 6 or 7 in Built Environment /Project Management. A minimum of. 5 years' experience, of which 3 years must be at ASD level. A valid driver's license. Competencies: GPG and Department of DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding Department of DID related projects or agencies. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Skills: Analytical thinking, Research. Computer Literacy. Policy formulation. Interpretation of statutes and policies. Financial management. Customer relationship management. Performance management. Adaptability during changes to meet goals Attributes- Decisive, Team worker, Diversity focused. Customer focused. Proactive and resourceful. Flexible/ change oriented. Cost conscious, Quality oriented, Innovative. Problem solving ability.
<u>DUTIES</u>	:	Prepare annual operational plan. Prepare annual procurement plan. Manage funds in the Provincial Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Monitor the updating the maintenance management system in terms of approved plans. Analyse technical information. Make recommendations on interventions to be implemented. Monitor implementation of technical repairs. Provide guidance on repairs. Manage the provision of supplies and spares. Manage the customisation of specifications. Manage procurement through LOGIS. Monitor performance of suppliers. Intervene if performance of suppliers is below standards. Recommend payments of suppliers. Liaise with suppliers in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers before invoices are approved for payment. Meet with Heads of Health Facilities and suppliers. Agree on service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service and timeframes. Address complaints of Clients and manage feedback to Clients. Keep updated with new technologies and procedures. Apply new technologies and research findings in the work environment. Sign performance agreements for the Provincial Maintenance Hub based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Provincial Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/167</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: REFS/023160</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE</u>	:	Tshwane District Maintenance Hub

<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6 or 7 in Built Environment. A minimum of 5 years' experience, of which 3 years should be at the ASD level. A valid driver's license. Competencies: GPG and DID Policies, Strategies and Processes. Relevant legislation, regulations and policies. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Skills: Communication, Risk Analysis, Technical specification and designs. Report- writing. Computer Literacy. Attributes- People centred. Honesty and integrity. Attention to detail. Problem-solver. Results-focused.
<u>DUTIES</u>	:	Manage the preparation of the annual operation plan. Manage the preparation of the annual procurement plan. Manage updating of the maintenance management systems in terms of approved plans. Manage the customizations of specifications. Manage the procurement processes of all goods and services, technical spares and supplies, including specification and participation in evaluation and bid adjudication. Control and monitor funds for the maintenance in compliance with PFMA and Treasury Regulations. Manage procurement through the prescribed system. Manage maintenance schedules (corrective and preventative) and maintenance plans. Conduct condition assessments related to all disciplines. Perform inspections, verify lifespan of electro-mechanical equipment and maintenance records. Manage implementation of day-to-day maintenance services. Manage implementation of routine and preventative maintenance services. Meet with Heads of health facilities and suppliers. Agree on service delivery standards and turnaround times. Follow up if clients are satisfied with services and timeframes. Address complaints of clients and manage feedback to clients. Sign performance agreements for the unit based on approved job descriptions, strategic and annual performance plans of the department. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs. Provide regular verbal and written feedback to personnel on performance. Mentor and coach personnel. Develop a succession plan for the unit. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/168</u>	:	<u>DEPUTY DIRECTOR: BOILERS REF NO: REFS/023161</u> Chief Directorate: Engineering Services
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Tshwane
	:	A qualification at NQF Level 6 or 7 in Built Environment. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Registration with Professional Body [Technician/ Technologist/Engineer] will be added advantage. Competencies: GPG and DID Policies, Strategies and Processes. Relevant legislation, regulations and policies. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Skills: Communication. Risk Analysis. Technical specification and designs. Report- writing. Computer Literacy. Attributes- People centred. Honesty and integrity. Attention to detail. Problem-solver. Results-focused.
<u>DUTIES</u>	:	Prepare annual operational plan. Prepare annual procurement plan. Manage funds for the boiler maintenance compliance with Public Finance Management Act and the Treasury Regulations. Monitor the updating of the maintenance management system in terms of approved plans. Analyse technical information. Make recommendations on interventions to be implemented. Monitor implementation of technical repairs. Provide guidance on repairs. Manage the provision of suppliers and spares. Manage the customisation of

specifications. Manage the procurement through prescribed system. Monitor performance of suppliers. Intervene if performance of suppliers is below standards. Recommend payments of suppliers. Liaise with suppliers in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers before invoices are approved for payment. Plan and budget for water treatment. Manage procurement of Service Providers for water testing. Manage water treatment contracts. Interpret water testing results for updating of maintenance plans for Boilers. Meets with Heads of Health facilities and suppliers. Agree on service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/169</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: REFS/023166</u> Directorate: Security Management Services
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF 6 or 7 in Security Management/ Policing Science/Criminology. A minimum of 5 years' experience, of which 3 years must be at ASD level. A valid driver's license. State Security Agency (SSA) Security Manager's Course. Competencies: Public Service Act and Regulations. GPG and GDID policies, procedures, strategies and plans. Public Financial Management Act (PFMA) and Treasury Regulations. National Information Security Policy. Service Delivery Principles (Batho Pele) Principles of security investigations. Skills: Verbal and written communication. Time management. Negotiation. Problem solving and analysis. Facilitation. Interpersonal relation. Computer Literacy. Attributes- Ability to work independently. Reliable. Honest. Customer-oriented. Quality-oriented.
<u>DUTIES</u>	:	Draft internal security policy and guidelines for all departmental buildings and monitor compliance. Develop a strategy to mitigate risk, maintain continuity of operations and safeguard the institution. Provide advice and guidance with regards to security policies and standards. Advise management on security matters. Conduct threat and risk assessments within the Department and recommend countermeasures commensurate with the risk identified. Create and maintain a security risk awareness program. Monitor the extent of adherence/compliance to the security policy and measures and initiate corrective/disciplinary measures. Create, develop and maintain a security training capacity for the department and conduct training sessions of all officials. Liaise with other organs of state on security matters. Research and deploy state-of-the art technology solutions and innovative security management techniques to safeguard the Department's assets. Implement the MPSS and MISS. Coordinate and implement site security, operations and activities to ensure protection of executives, managers, employees, customers,

stakeholders, visitors, etc and physical and information assets, while ensuring optimal use of personnel and equipment. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/170</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION AND MAINSTREAMING REF NO: REFS/023168</u> Directorate: Transformation and Mainstreaming
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office A qualification at (NQF 6)/Degree (NQF 7) in Development Studies, Public Administration, Social Sciences or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant public or private sector experience in of which 3 years must be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. DPSA guidelines Knowledge of Departmental Strategy and Employment Equity Act. Skills -Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes - Self-Driven. Innovative. Team player. Adaptable Competencies: Knowledge of PFMA/ Treasury Regulations. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Project Management. Financial Management. Conflict Management. People Management. Skills- Communication. Report writing. Analytical, Negotiation, Facilitation, Presentation, Interpretation of legislation, Financial and administrative skills and Budgeting. Planning and organising, Leadership, Negotiation, Influencing. Attributes: Self- Driven. Responsible. Innovative. Team Player. Adaptable. Resilient. Strategic. Decisive. Credible. Motivating.
<u>DUTIES</u>	:	Advocate for gender, women, youth, disability, older persons, LGBTIQ+ and historically disadvantaged needs to be considered and integrated in departmental planning processes. Provide strategic and operational support to various Directorates/ Sub-Directorates on compliance with National and Provincial reporting obligations related to matters of transformation and mainstreaming. Co -ordination role in respect of main streaming of historically disadvantaged, women, LGBTIQ+, persons with disabilities, older persons and youth development issues in the departmental programmes and budgets. Development and monitoring of policy frameworks, strategies, plan of action, minimum norms, standards and practice in respect of mainstreaming of historically disadvantaged and targeted / vulnerable groups. Provide analytical research, monitoring and report writing capacity. Implement performance review mechanisms established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5years POA of the Department and Provincial Government. Manage the implementation of advocacy and awareness campaigns to further the rights of youth in the department and in Province. Co -ordinate the Departmental and Municipal Intergovernmental gender, disability and older persons, youth and LGBTIQ+forums and sectorial meetings to institutionalize delivery to the targeted / vulnerable groups. Compilation of regular reports for the various

targeted stakeholders and organs of Government. Uphold and contribute towards Good-Governance & Management practices and implementation of Batho- Pele principles.

ENQUERIES

: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

POST 28/171

: **DEPUTY DIRECTOR: LOGISTICAL OFFICE SUPPORT REF NO: REFS/023176**

Directorate: Logistical Office Support Services

SALARY

: R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: A qualification at (NQF 6)/ Degree (NQF 7) in Logistics Management/ Administration/Office Management/Public Administration/Public Management as recognised by SAQA. A minimum of 5 years relevant experience in office support services of which 3 years must be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. Contract Management. Knowledge of SLAs Skills - Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes - Self-Driven. Innovative. Team player. Adaptable.

DUTIES

: Develop policies and processes for office support and auxiliary services. Provide and maintain internal record management services. Maintenance of the File Plan. Provide centralized registry and driver/messenger services. Render food and office support services. Provide reproduction and mass printing services. Provide reception, telephonic, and switchboard services. Manage the co-ordination of Tele-directory communications. Manage frontline reception desk services to departmental internal and external clients. Develop a master plan to manage the logistics of all DID buildings. Perform contract management functions for internal projects in the Directorate. Develop full review report for gap analysis and intervention strategies. Set minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Manage physical and electronic information and records. Manage administration and coordination of the electronic management system, manage e-submissions and workflows. Manage registry per the National Archives Act. Develop a transport services blueprint. Manage the daily rendering of messenger and courier services. Manage mass reproduction functions. Provide professional secretariat services for executive meetings and executive committees. Manage rendering of departmental Diaries services. Ensure the Terms of Reference (ToRs) and Charters for management meetings are adopted, approved and ensure that they are updated as and when necessary. Ensure compliance with the Management and Performance Management Tool (MPAT) reporting timelines. Ensure that request for meetings documents are submitted to managers within deadlines. Quality control of documents received from managers and forwarded for approval. Ensure that documents received comply with the standard template for management meetings. Ensure that documents are produced and packs distributed to relevant stakeholders. Ensure that all received document for meetings are circulated to managers. Ensure that meeting proceedings (e.g.) minutes taking and action list / urgent decisions for the meetings are drafted and circulated to managers. Ensure that recorded decisions are communicated timeously to the respective managers for implementation. Ensure that follow-ups on the action list are done with respective managers and that the consolidated action list are done with respective managers and that the consolidated actions list of the inputs are received from managers. Maintain a record of decisions for each meeting. Ensure that adopted minutes of each financial year are approved and are archived. Ensure that meetings are recorded and audio recordings are kept safely for future reference.

ENQUIRIE

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

<u>POST 28/172</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND APPOINTMENTS REF NO: REFS/023177</u> Chief Directorate: Human Resources Management
<u>SALARY</u>	:	R896 436 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF Level 6 or 7 in Human Resources Management. PERSAL Certificate is mandatory. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of Contracts. Management information knowledge. Project management methodologies. Project Management. People Management. Financial Management. Conflict Management Skills- Problem solving. Diversity awareness. Communication. Analytical. Initiative. Innovation/ continuous improvement. Planning and organising. Leadership. Negotiation and Influencing Attributes- Cost conscious. Flexible/ change oriented. Proactive and resourceful. Quality oriented. Innovative. Decisive. Credible and motivating.
<u>DUTIES</u>	:	Manage and oversee the function of recruitment, advertising, including the management of the department's day to day relationship with external advertising agents, ensuring that adverts are placed. Authorise weekly advertising schedule and final advert proofs for placement. Assist with off-site recruiting activities including participation in job fairs and professional information sessions. Quality check pre-screening, short listing and interview facilitation to ensure compliance and effective utilisation of resources. Assist with pre-screening and facilitation of interview processes for MMS and SMS positions and when required. Provide inputs in terms of work priorities in accordance with business needs. Serve as committee member on on-boarding committee and provide inputs where required. Manage monthly handover and processing of appointments. Ensure monthly information is communicated to all stakeholders and appointments are announced. Develop and maintain relationships with service providers. Manage services rendered by service providers in terms of SLA's. Manage orders created for service providers in order to avoid overspending. Review service providers on database and source providers in terms of expertise required where necessary. Review and implement recruitment processes to ensure effective time-to-fill metrics are achieved, while managing to achieve EE targets. Provide inputs into monthly reports and interpret data to provide meaningful analysis. Oversee graduate recruitment and Employment Equity as well as Disability recruitment programmes. Ensure all recruitment policies, procedures and techniques are adhered to and provide inputs for policy and strategy reviews through the development of internal controls. Manage equipment in assessment room. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance
<u>ENQUIRIES</u>	:	Ms. Amanda Nene at 072 648 9579

<u>POST 28/173</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: REFS/023163</u> Chief Directorate: Financial Management
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	A qualification at NQF level 6/7 in Financial Management/Auditing. A minimum of 5 years' experience of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of the public service regulatory framework. Knowledge of the department's strategy. In depth knowledge of the public finance management Act, Treasury regulations, financial delegations and risk management. Sound knowledge of internal control framework. Public service anti-corruption strategy and fraud prevention measures, government financial systems, principles and practice of financial accounting. Auditing knowledge. Skills: Communication. Computer literacy. Analytical. Presentation, Report writing and Interpersonal skills. Attributes: Team Player. Able to work independently. Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Review the implementation of audit action plan (AG & GAS) designed to resolve audit findings with relevant management. Assess whether action plan have been fully implemented and identify obstacles preventing implementation and advice management accordingly. Implement and monitor a tracking tool for all requested information. Review the request received and facilitate the clarification of any discrepancies with auditors prior to circulating to the relevant managers for providing information within the agreed timelines. Manage the tracking of requested information to be submitted to the auditors daily and assist auditors with any uncertainties on process or process owners which may exist. Manage and guide the team with the quality assurance of all requested information and packaging for submission to auditors with within agreed timelines. Review and quality assure all responses of relevant managers according to supporting documents. Assess if responses are relevant to the actual finding and if action plans do in fact address the root causes for all such finding before submission to auditors. Facilitate the AG war room for tracking the implementation of audit recommendations. Prepare circulars on the improvement of internal controls to address the weaknesses identified during the audit. Coordinate awareness sessions of the internal control systems and its crucial role to departmental officials. Prepare and assess condonation request before approval of the CFO and HOD to request the condonation of Irregular Expenditure. Facilitate the assessment and determination of the Unauthorised, Irregular and Fruitless and Wasteful test. Follow up on the quarterly PFMA compliance reporting to GPT. Assess whether the correct identification of areas impacted by possible misconduct was made by the team and ensure the necessary referrals are made to the Risk management during the reviews and quality assurance of individual reports. Conduct Preliminary evaluation of the overall control environment through engagement with management, reviews of auditor's report, approved plans, review of investigation as well as key controls assessment to be able to adequately commence the internal control plan. Facilitate the development of testing procedures for detail testing of all policies, legislations, norms and standards without assistance from supervisors. Prepare the consolidated reports on the specific work area which the assessment was undertaken for submission to the process owner and to CFO and HOD. Prepare SCOPA responses on internal control deficiencies. Prepare key control dashboard. Develop clean audit strategy. Prepare and maintain list of policies that are in place in the department. Benchmark existing policies against policies that should be in place for the department to function efficiently. Advise relevant components regarding the need to develop policies to improve internal controls and assist with development of policies and procedures. Review of existing policies from time to time and provide recommendations for improvement. Develop compliance universe and compliance action plans. Monitor and report to GPT on the progress of implementation of the compliance action plan quarterly. Coordinate the implementation of policies and procedures in the Department. Review test of controls in various business units. Review the implementation of financial reporting framework when preparing financial statements. Review the implementation of non-financial information framework when preparing annual performance plan and performance report. Review the quarter financial

reports and annual financial report. Review quarterly performance report and annual performance report. Provide assurance on the procurement of goods and service by reviewing of the tender files and RFQ files. Provide assurance on the acceptance and transfer of immovable assets terms of section 42 of PFMA to CFO and HOD. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/174</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: REFS/ 023164</u> Directorate: Good and Services SCM
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF level 7 in Supply Chain Management/Accounting/Economics. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of the public service regulatory framework. Knowledge of the department's strategy. In depth knowledge of the public finance management Act, Treasury regulations, financial delegations and risk management. Sound knowledge of Project Management, people Management, financial management and conflict management. Skills: Communication. Computer literacy. Analytical. Presentation, Report writing, planning and organising, negotiation and influencing skills. Attributes- Team Player. Able to work independently. Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Manage advertising the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required. – the task will be informed by the type of procurement procedures defined in the procurement strategy]. It could also include invitations for expressions of interest. Prepare motivations for shortened periods of advertising of tenders and submit to Director SCM Construction Procurement [within thresholds]. Monitor the availability of tender documents. Manage the supply of tender documents, collection of deposits and issuing receipts. Monitor register of documents issued. Monitor existence of a dedicated, clearly marked tender box. Manage Tender Clarification Meetings. Validate additional information provided to tenderers. Manage the closing of the tender invitation and or expression of interest at the correct place, time and date. Monitor the opening of the tender box and recording of all tenders and/or expressions of interest that were received on time. Monitor the opening of all tenders and/or expressions of interest received on time in accordance with the procurement specification documentation. Monitor the return of tenders that were received late unopened with letter stating reason for return. Monitor opening of each tender in line with procurement specification document. Manage publication of the names of all tenderers that submitted on time on the Departmental website within 10 workdays after the closure date of the tender for a period of at least 30 days. Monitor the review of tenders to ascertain that all required documents are included in the tender proposal, documents are completed accurately and signed off by the tenderer. Monitor the verification of the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Monitor

confirmation that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Monitor confirmation that the required documentation in terms of professional registration has been provided. Monitor confirmation of the legality of the tenderers and their grading status on the CIDB grading system. Validate the schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Manage preparation of a tender/quotation register to track and manage the tender process. [Includes the validity period of tenders and adherence to timeframes]. Monitor the evaluation of tenders/ quotations in line with the criteria stated on the bid documentation and the preference point system and the evaluation method adopted for the procurement. Monitor the evaluation of alternative built industry solutions if offered in tenders. Monitor scoring depending on agreed evaluation criteria. Manage the performance of a risk analyses based on the highest-ranking tenders or in line with the Construction Procurement Policy. [Capability, capacity and performance, legal status, conflict of interest, validate offices & assets]. Monitor compilation of a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest, the following is applicable: Manage preparation of an expression of interest evaluation register to track and manage the process. Monitor evaluation of expressions of interest in line with the criteria stated. Monitor evaluation of alternative built industry solutions if offered in submissions. Monitor scoring depending on agreed evaluation criteria. Monitor compilation of an expression of interest evaluation report from the designated official / Bid Evaluation Committee and make recommendations. Confirm the compliance of the procurement process with the requirements, integrity and reasonableness of the process. Preparation of Bid Adjudication Committee Report. Submit recommendations to the Accounting Officer or delegated Official. Manage preparation of letters to inform tenderers in writing on the outcomes of the tender award process. [Award and non-awards]. Manage publication of tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Manage debriefing meetings if required. Determine appeals period. Manage investigations into complaints regarding the construction procurement system and/or processes followed. Formulate report on the outcome of the investigation. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/175

: **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C**

SALARY

: R879 342 - R1 323 267 per annum, (all-inclusive package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE

: Head Office (Johannesburg):
Chief Directorate: Education (Technical Portfolio Service) Ref No: REFS/022723
Directorate: Infrastructure Delivery Northern Cluster Ref No: REFS/022725

	Directorate: Infrastructure Delivery Eastern/ Central Cluster Ref No: REFS/022727
	Directorate: Research and Green Technology Ref No: REFS/022726
	Chief Directorate Health Ref No: REFS/022712
	Chief Directorate: Engineering Services Ref No: REFS/022713
<u>REQUIREMENTS</u>	: An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
<u>DUTIES</u>	: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/176</u>	: <u>ENGINEER PRODUCTION: STRUCTURAL/ CIVIL GRADE A-C</u>
<u>SALARY</u>	: R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	: Head Office (Johannesburg): Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/ 022729 (X2 Posts) Directorate: Asset Management systems and Plans Ref No: REFS/022721 Chief Directorate: Engineering Services Ref No: REFS/022722
<u>REQUIREMENTS</u>	: An Engineering Degree in Structural/Civil (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy

	Conflict management, Problem solving, Research, Technical report writing and Networking.
<u>DUTIES</u>	: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/177</u>	: <u>ENGINEER PRODUCTION: MECHANICAL</u>
<u>SALARY</u>	: R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	: Head Office (Johannesburg) Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/022718 Directorate: Research and Green Technology Ref No: REFS/022724 Chief Directorate: Ref No: REFS/022711
<u>REQUIREMENTS</u>	: An Engineering Degree in Mechanical (B Eng / BSC (Eng) or relevant qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
<u>DUTIES</u>	: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Keep up with new technologies and procedures. Research on engineering technology to improve expertise Liaise with relevant bodies/councils on engineering-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on delivery expenditure and service.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

<u>POST 28/178</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A-C</u>
<u>SALARY</u>	:	R761 157 - R1 144 008 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	:	Head Office (Johannesburg) Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/022731 (X2 Posts) Directorate: Other Health Facilities Infrastructure Delivery Ref No: REFS/022714 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. Must be registered with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
<u>DUTIES</u>	:	Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilization. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118
<u>POST 28/179</u>	:	<u>CANDIDATE SCIENTIST: PORTFOLIO TECHNICAL SERVICES REF NO: REFS/023178</u> Directorate: Portfolio Technical Services
<u>SALARY</u>	:	R660 612 – R701 148 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Science Degree (Bsc)/ Btech or relevant qualification. Must be registered with SACNASP as a Candidate Natural Scientist or have the registration upon appointment or one month after appointment. No previous experience required. A valid driver's license. Competencies: Knowledge of: Scientific methodologies, Research and development Computer- aided scientific applications, Knowledge of legal Compliance, Technical report writing,

		Professional judgement. Skills: Analytical, Creativity, Self-management, Customer focus and responsiveness, Communication, Networking, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative.
<u>DUTIES</u>	:	Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to engineering standards. Evaluate of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Prepare inputs for the facilitation of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. Keep up with new technologies and procedures. Research/literature studies on technical architectural technology to improve expertise. Liaise with relevant bodies/councils on architectural-related matters. Follow approved programme of development for registration purposes.
<u>ENQUIRIES</u>		Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/180</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT SCM REF NO: REFS/023149 (X2 POSTS)</u> Directorate: Construction Procurement (Health and Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3 years' experience, of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management, Project Management, People Management, Financial Management, Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation, Report writing, Planning and organising, Leadership, Negotiation, Influencing. Attributes: Team player, Able to work independently, Professional, Confidential, Ability to work under pressure, Quality-driven, Strategic, Decisive, Credible, Motivating.
<u>DUTIES</u>	:	Research the relevant identified needs (in line with the SCM strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Determine whether a specification for the relevant commodity exists. If not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Perform general quality assurance of information in the supplier database. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

<u>POST 28/181</u>	:	<u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: REFS/023150 (X2 POSTS)</u> Directorate: SCM: Construction Procurement Management (Health and Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 7 or equivalent qualification as recognised by SAQA in NQF level 7 in SCM or Finance. A minimum of 3 Years' experience in Contract management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills: Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: must be team player must be able to work independently, professional confidential, ability to work under pressure and quality driven.
<u>DUTIES</u>	:	Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor supplier performance according to the contract and service level agreement. Monitor supplier performance according to the contract and service level agreement. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/182</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITIONS: DIVISION: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023159</u> Directorate SCM: Construction Procurement Management (Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting. A minimum of 3 Years' experience in Supply Chain Management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Financial management and Project management Skills: Communication, Computer literature, Analytic, presentation and report. Attributes: must be a team player, be able to work independently, must be professional, confidential and must have ability to work under pressure.
<u>DUTIES</u>	:	Advertise the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required. – the task will be informed by the type of procurement procedures defined in the procurement strategy]. It could also include invitations for expressions of interest. Compile register of documents issued. Provide for a dedicated, clearly marked tender box. Assist in preparing presentations to inform potential service providers of the exact requirements of the procurement processes and project

specific details. Assist in providing clarity to questions being posed at the Tender Clarification Meeting. [If there is no Clarification Meeting arranged, all replies to questions must be copied to all tenderers]. Issue any additional information or addenda to tender documents if required. Close the tender invitation and or expression of interest at the correct place, time and date. Open the tender box and record all tenders and/or expressions of interest that were received on time. Open all tenders and/or expressions of interest received on time in accordance with the procurement specification documentation. Read out the name of the tenderer and if relevant the price [if required in terms of the procurement specification document). Monitor that tenders that were received late are dealt with in the correct manner. Monitor that tenders are opened, recorded and published correctly. Review vetting processes to understand all the requirements for vetting. Schedule annual validation of information on Supplier Data Base. Schedule vetting of all tenderers to comply with procurement plan schedules. Schedule vetting of public servants in collaboration with Corporate Services. Prepare progress reports on the scheduling of vetting processes and submit them to the Deputy Director: Acquisitions. Inform the Deputy Director: Acquisitions of any challenges with vetting processes in a pro-active manner. Develop and/or customize forms and procedures that will be used for all vetting processes. Validate that the information on the supplier database is correctly updated. Validate that communication with all Service Providers on the database to update their information where required through the Gauteng Department of Finance is implemented. Obtain updated lists of public servants that work in SCM in the Department, Infrastructure /Property Professionals in the Department projects and also the representatives of other Provincial Departments. Complete with the public servants the required forms for vetting. Interact with Corporate Services in the Department and NIA to manage and complete the vetting processes. Monitor changes in the human resources profile of SCM in GDID and/or any SCM committee to update vetting processes. Allocate tenders and/or expressions of interest for responsiveness testing. Monitor that responsiveness testing is correctly implemented. Sign off on responsible testing. Develop a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Establish a filing system for keeping records. Submit copies of documents pertaining to advertising, opening and recording of tenders and for vetting of suppliers for updating of Project Files by the Deputy Director: Contracts and Performance Submit copies of vetting of Public Servants to Corporate Services for record keeping on Personnel Files. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/183

: **ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT SERVICES REF NO: REFS/023169**

Directorate: SCM Construction Procurement (Education)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum, (plus benefits)
: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting/Public Administration. A minimum of 3 years' experience, of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental Strategy. Knowledge of the SCM and

		procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Project Management, People Management, Financial Management and Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership and Negotiation. Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure and Quality-driven. Decisive, Credible and Motivating.
<u>DUTIES</u>	:	Supervise preparation and issuing of agendas for different procurement Committees and meetings. Coordinate completion of attendance registers and capturing of minutes of meetings. Validate the correctness and professional quality standards of the minutes before being issued. Notify the Accounting Officer, Auditor General and Provincial Treasury if the Bid Adjudication Committee recommends a different bidder than the one recommended by Bid Evaluation Committee. Coordinate the recordings and safekeeping of all agendas and minutes and follow ups with the relevant stakeholders on the implementation of decisions recorded in minutes. Supervise the development and updating of a database with contact details of all members of the SCM committees. Quality assure submissions of BAC. Coordinate circulation of decisions of BAC. Supervise filing of minutes and other administrative documentation. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/184</u>	:	<u>ASSISTANT DIRECTOR: TENDER EVALUATIONS REF NO: REFS/023172</u> Directorate: SCM Construction Procurement (Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 / 7 in Supply Chain Management or Economics or Accounting. A minimum of 3 years' experience of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Project Management, People Management, Financial Management and Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership and Negotiation. Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure and Quality-driven. Decisive, Credible and Motivating.
<u>DUTIES</u>	:	Prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Incorporate the evaluation criteria. Incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Prepare a tender/quotation register to track and manage the tender process. (Includes the validity period of tenders and adherence to timeframes). Assist to perform a risk analysis based on the highest-ranking tenders or in line with the Construction Procurement Policy. (Capability, capacity and performance, legal status, conflict of interest, validate offices & assets). Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation

Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest the following is applicable: Prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Prepare letters to inform tenderers in writing on the outcomes of the tender award process. (Award and non-awards). Publish tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Develop a tracking system to control the flow of tender documents. Establish a filing system for keeping of records. Submit copies of documents for updating of Project Files by the Deputy Director: Contracts and Performance. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/185 : **SENIOR ADMINISTRATIVE OFFICER: LOGISTICS & DISPOSALS (INVENTORY) REF NO: REFS/023167**
Directorate: Goods & Services SCM

SALARY : R397 116 per annum, plus benefits
REQUIREMENTS : A qualification at NQF Level 6/7 in Supply Chain Management/Logistics/Cost and Management Accounting/Business Management/Strategic Source/Purchasing Management. A minimum of 2 – 3 years of experience. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer Literacy, Analytic Presentation Report. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

DUTIES : Receive requisitions. Process requisitions. Coordinate the Placement of orders for goods and services. Place orders for the service in case of a required service. Order and acquire goods if not a store item or the item is not in stock. Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Prepare and collect payment documents. Facilitate continuous monitoring of inventory. Facilitate stock taking according to stock taking plan. Conduct comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Prepare the identified stock for disposal. Develop proposals for the disposal method. Present to the disposal committee for approval.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/186 : **SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS REF NO: REFS/023170**
Directorate: Goods & Services SCM

SALARY : R397 116 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A qualification at NQF Level 6/7 in Supply Chain Management/ Logistics/ Cost and Management Accounting/ Business Management/ Strategic Source/ Purchasing Management. A minimum of 2 – 3 years' experience. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

<u>DUTIES</u>	:	Receive all movable assets. Perform quantity and quality control. Allocate inventory and bar codes to assets. Capture asset information in the relevant registers. Determine the asset allocation according to furniture and equipment policy and procedures of the department. Capture asset information on the inventory list of the asset holder. Issue asset and inventory list to asset holder. Facilitate delivery of assets to asset holder. Facilitate approval of the movable asset register updates. Monitor assets for compliance with asset control prescripts. Monitor assets for physical condition, utilization functionality and financial performance. Monitor the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Inform, guide and advise departmental employees on asset management matters. Contribute to design and development of asset management systems, policies, strategic and annual
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/187</u>	:	<u>SENIOR ADMINISTRATION OFFICER: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023151</u> Directorate: Construction Procurement (Health)
<u>SALARY</u>	:	R397 116 per annum, (plus benefits).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6 or 7 in Supply Chain Management/Economics/Accounting as recognized by SAQA. A minimum of 2 – 3 years' experience. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management, Financial management, Project management, Change Management, Project Management, Conflict Management, Financial Management, People Management, Strategic Management. Skills: Planning and organising, Leadership, Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: Team player, Able to work independently, Professional, Confidential, Ability to work under pressure, Strategic, Decisive, Influential.
<u>DUTIES</u>	:	Assist to advertise the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required – the task will be informed by the type of procurement procedures defined in the procurement strategy. It could also include invitations for expressions of interest. Make tender documents available. Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Assist to provide for a dedicated, clearly marked tender box. Collect documents required for Tender Clarification Meetings. Issue any additional information or addenda to tender documents if required. Record all tenders that were received late. Return of tenders that were received late unopened with letter stating reason for return. Open each tender in line with procurement specification document. Mark relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website within 10 work days after the closure date of the tender for a period of at least 30 days. Assist with vetting processes. Collect all relevant vetting forms. Validate correctness of data on vetting forms. Undertake physical vetting processes where required. Extract a list of all suppliers that provide professional consulting services and contractor services on a recurring basis. Validate the correctness of their information on the Supplier Data Base in terms of addresses, bank details, tax clearance certificates, Broad Based Black Economic Empowerment Verification Certificates, etc. Communicate with all Service Providers on the data base to update their information where required through Gauteng Department of Finance. Administer through Gauteng Department of Finance the on-going updating of correct information for Contractors and Professional Service Providers on the Supplier Data Base. Review tenders to ascertain that all required documents are included in the tender proposal, documents are completed accurately and signed off by the tenderer. Verify the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Confirm that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Confirm that the required documentation in terms of professional registration has been provided. Confirm the legality of the

tenderers and their grading status on the CIDB grading system. Prepare schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Assist to develop a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Assist to establish a filing system for keeping of records. Keep records or submit to relevant sub directorate. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/188

: **SENIOR ADMINISTRATIVE OFFICER: TENDER EVALUATION REF NO: REFS/023173**

Directorate: SCM Construction Procurement (Education)

SALARY CENTRE REQUIREMENTS

: R397 116 per annum, (plus benefits)
: Head Office (Johannesburg)
: A qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting. A minimum of 2- 3 years' experience. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Financial management. Project management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership, Negotiation Influencing Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure.

DUTIES

: Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Assist to incorporate the evaluation criteria. Assist to incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Assist to prepare a tender/quotation register to track and manage the tender process. (Includes the validity period of tenders and adherence to timeframes). Assist to perform a risk analysis based on the highest-ranking tenders or in line with the Construction Procurement Policy. (Capability, capacity and performance, legal status, conflict of interest, validate offices & assets). Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest the following is applicable: Assist to prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Assist to prepare letters to inform tenderers in writing on the outcomes of the tender award process. [Award and non-awards]. Publish tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Supervise the collection of documents. Submit copies of documents. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by

subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/189 : **ENGINEERING TECHNICIAN PRODUCTION: MECHANICAL REF NO: REFS/022710**
Chief Directorate: Engineering Services

SALARY : R391 671 - R586 665 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma in Engineering or relevant qualification. A minimum of 3 years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. National Environmental Management Act of 1998. Engineering design and analysis. Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Technical design and analysis knowledge. Skills- Project management. Technical report writing. Communication. Computer. People management. Planning and organising. Change management. Creativity. Problem solving and analysis. Decision making. Attributes- Teamwork. Customer focus and responsiveness.

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

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/190 : **ENGINEERING TECHNICIAN PRODUCTION: GRADE A-C STRUCTURAL/CIVIL REF NO: REFS/ 022723 (X2 POSTS)**
Chief Directorate: Engineering Services

SALARY : R391 671 – R586 665 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

REQUIREMENTS : National Diploma or relevant qualification in Structural/ Civil Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service

		Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/191</u>	:	<u>ADMINISTRATIVE OFFICER: TENDER EVALUATION REF NO: REFS/023175</u> Directorate: SCM Construction Procurement (Education)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, plus benefits Head Office (Johannesburg) An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting/ Logistics. A minimum of 1- 2 years 'experience. competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of Accounting Standards. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing Attributes- Team player, Able to work independently Professional, Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Assist to incorporate the evaluation criteria. Assist to incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Assist to establish a filing system for keeping of records. Keep records or submit to relevant sub directorate.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/192</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/023165</u> Chief Directorate: Construction Procurement: SCM
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, plus benefits Head Office (Johannesburg) Secretarial Diploma (NQF Level 5) or equivalent. A minimum 3 – 5 years' experience in rendering a support service to senior management. Competencies: Knowledge of: Knowledge of the relevant

DUTIES

legislation/policies/prescripts and procedures, Basic knowledge on financial administration, Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Good people skills. Written communication skills. Ability to do research and analyse documents and situations. Attributes: Good telephone etiquette, High level of reliability, Ability to act with tact discretion, good grooming and presentation, Self-management and motivation.

: Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to inquiries received from internal and external stakeholders. Draft documents as required. File document manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery and refreshments. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes /decisions and communicate to relevant role-players, follow-up upon progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the DDG and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the DDG of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/193

: **ADMIN OFFICER: ACQUISITIONS: DIVISION: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023162 (X2 POSTS)**
Directorate: SCM: Construction Procurement Management (Education)

SALARY CENTRE REQUIREMENTS

: R325 101 per annum, plus benefits
: Head Office (Johannesburg)
: A qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting/ Logistics. A minimum of 1-2 years' experience in Supply Chain Management. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Knowledge of Accounting Standards. Skills: Communication Computer literacy and Analytical Presentation Report writing Attributes: must be team player must be able to work independently, professional confidential, ability to work under pressure and quality driven.

<u>DUTIES</u>	:	Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Assist to provide for a dedicated, clearly marked tender box. Collect documents required for Tender Clarification Meetings. Record all tenders that were received late. Return of tenders that were received late unopened with letter stating reason for return. Open each tender in line with procurement specification document. Mark relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website within 10 workdays after the closure date of the tender for a period of at least 30 days. Assist in developing a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Assist in establishing a filing system for keeping records. Keep records or submit them to relevant sub directorate.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/194</u>	:	<u>ADMINISTRATIVE CLERK REF NO: REFS/023171</u> Directorate: Goods & Services SCM
<u>SALARY</u>	:	R228 321 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. No previous experience required. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, Report writing, Research. Attributes- Self-Driven, Innovative, Team player, Adaptable.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

APPLICATIONS

: All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower or online through the e-Recruitment system at www.kznhealth.gov.za/kznjobs or directly to the following email address Registrar.Applications@kznhealth.gov.za. Applicants are discouraged from sending applications through registered mail/postal service as the Department will not be responsible for non-collection of these applications.

**FOR ATTENTION
CLOSING DATE
NOTE**

: Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/3347/2472
: 22 August 2025

: Medical Registrars - Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. As per HPCSA Regulations, the duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED at own expense. All Registrars will be required to sign a contract which includes training AND service responsibilities. Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. The interview process will consist of technical and practical assessment aspects as well as an Ethical Assessment as part of the recruitment process. An assessment of competences will also be done as part of the selection process. This may include verification of qualifications, experience, reference checks etc. In addition to interview performance, selection will be based on multiple parameters. Please note that due to financial constraints, no S&T will be considered for the attendance of interviews, nor will resettlement allowance be considered for relocation purposes. Note: Dental Registrars - Training will be in Gauteng, Sefako Makgatho Health Sciences University (SMU). Dental registrars will be responsible for finding their own accommodation. The duration of training is 4 years. All Registrars will be expected to register with the University for the MChD/MDENT at own expense. All Registrars will be required to sign a service obligation contract with KZN DOH. Preference will be given to candidates from KZN. Appointments are subject to the signing of a contract which includes a service pay-back period. Please note that proof of successful completion of the required examinations as indicated, is a pre-requisite and must be submitted if invited to an interview. The interview process will consist of technical and practical assessment aspects as well as an Ethical Assessment as part of the recruitment process. An assessment of competences will also be done as part of the selection process. This may include verification of qualifications, experience, reference checks etc. In addition to interview performance, selection will be based on multiple parameters. Please note that due to financial constraints, no S&T will be considered for the attendance of interviews, nor will resettlement allowance be considered for relocation purposes. The following documents must be submitted: Applicants must ensure that they fully complete the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016. The Z83 should be accompanied by a recently updated, comprehensive CV on the information template provided to ensure the fair consideration of suitably qualified applicants and which is obtainable from the website - www.kznhealth.gov.za. Incomplete or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of the Z83. Applications submitted

through the online platforms must include copies of the documents listed above. Copies of Qualifications, Registration Certificates and drivers license must not be submitted when applying for employment. Only shortlisted candidates will be requested to submit certified copies on or before the day of the interview. Copies of certified copies will not be accepted, and submission of such documents will render the applicant being disqualified. The post reference number must be indicated in the column provided on the form Z.83. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. Please note that due to the large number of applications received, applications will not be acknowledged. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. The Department is an equal opportunity affirmative action employer and to this end, has developed an Employment Equity Plan pursuant to the Employment Equity Act. Preference for the filling of these posts will be guided by the Departmental Equity Plan and targets for the occupational level concerned.

OTHER POST

<u>POST 28/195</u>	:	<u>MEDICAL AND DENTAL (VARIOUS DISCIPLINES)</u>
<u>SALARY</u>	:	R1 001 349 per annum, Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.
<u>CENTRE</u>	:	Various (KZN): Discipline: Anaesthesiology, Pain Medicine & Critical Care Ref No: Reg.01/2026 Dermatology Ref No: Reg.02/2026 Emergency Medicine Ref No: Reg.03/2026 Internal Medicine Ref No: Reg.04/2026 Neurology Ref No: Reg.05/2026 Neurosurgery Ref No: Reg.06/2026 Nuclear Medicine Ref No: Reg.07/2026 Obstetrics & Gynaecology Ref No: Reg.08/2026 Oncology Ref No: Reg.09/2026 Ophthalmology Ref No: Reg.10/2026 Orthopaedics Ref No: Reg.11/2026 Otorhinolaryngology (Ent) Ref No: Reg.12/2026 Paediatrics & Child Health Ref No: Reg.13/2026 Paediatric Surgery Ref No: Reg.14/2026 Pathology (Forensic Med) Ref No: Reg.15/2026 Plastic Surgery Ref No: Reg.16/2026 Psychiatry Ref No: Reg.17/2026 Public Health Medicine Ref No: Reg.18/2026 Radiology Ref No: Reg.19/2026 Oral Medicine and Periodontology (Dental) Ref No: Reg.20/2026
<u>REQUIREMENTS</u>	:	Tertiary qualification (MBCHB) or equivalent (Medical); Registration certificate for Independent Practice with the Health Professions Council of South Africa as a Medical Practitioner; Current Annual Practicing Certificate from Health Professions Council of South Africa; Twelve (12) months post Community Service experience as a Medical Officer as at closing date of this advert; Valid code B/EB drivers license; Relevant Discipline Specific Minimum Requirements below (depending on the Discipline): Anaesthesiology, Pain Medicine & Critical Care: Minimum 12 Months full-time experience in Anesthesia post-Community Service and DA(SA) (or equivalent) and FCA Part 1 examination (or equivalent). Dermatology: Minimum 6 months Medical

Officer time in Dermatology and Minimum 6 months experience in a rural area or peripheral setting post community service and Contribution to social outreach programmes (shortlisted candidates will be requested to provide evidence and proof) and Accredited IsiZulu course for non-Zulu speaking candidates which should be attained within 1yr of registrar training and documented research or scientific peer reviewed publications. Emergency Medicine: Minimum 6 Months full-time, recent experience in the Discipline and Primary Exams in Emergency Medicine (FCEM Part I). Internal Medicine: Minimum 12 months experience in the Discipline and FCP Part I and minimum 6 months experience in a rural area or peripheral setting post community service. Neurology: Passed Part 1 Neurology exam and 6 months Internal medicine experience or 6 months as a medical officer in Neurology. Nuclear Medicine: Minimum 6 weeks' full time spent in Discipline. Neurosurgery: Minimum 6 months experience in Discipline and Primary exams. Obstetrics & Gynecology: Minimum 12 months experience in the Discipline at a Regional Hospital or at a hospital with a busy maternity unit (at least 300 deliveries per month) and FCOG Part I. Oncology: 6 Months full time, recent experience in the Discipline. Ophthalmology: Minimum 6 months experience in Ophthalmology post-Community Service and FC Ophthalmology (SA) Part I. Orthopaedics: 24 months (recent) experience the Discipline of Orthopaedics – HPCSA recognized site with consultant supervision and FCS (SA) Primary exams and ATLS training and Basic Surgical Skills Training. Otorhinolaryngology (ENT): FCORL(SA) or FCS(SA) Primary exams: and minimum 6 months experience in General Surgery and/or surgical specialties (e.g. ENT, neurosurgery, etc.) and minimum 3 months ICU and FCORL(SA) or FCS(SA) Intermediate Exams. Paediatric Surgery: Applicants must have passed the FCS (SA) Primary and Intermediate examinations. In addition, they must have completed a minimum of one year in a surgical discipline, of which at least 3 to 6 months should have been in a Paediatric surgical unit. Pediatrics & Child Health: Minimum 6 months experience in the Discipline in a Regional hospital and FC Paeds. Part I or Diploma in Child Health. Pathology (Forensic Medicine): Dip for Med (Path)/(Clin-Path). Plastic Surgery: FCS(SA) Intermediate exam and 6 months experience in the Discipline Plastic & Reconstructive Surgery. Psychiatry: Minimum 6 months experience in the Discipline and either FC Psych I or Diploma in Mental Health (or equivalent). Public Health Medicine: Minimum of 2 years Medical Officer time. Radiology: Minimum 12 months full-time experience as a Medical Officer in the Radiology Discipline post-Community Service and FC Rad Diag SA Part 1 exams. Oral Medicine and Periodontology (Dental): Minimum of three years of clinical experience as a general dental practitioner (Independent Practice) and successfully passed at least two (2) of the primary subjects necessary to specialize in OMP (Anatomy, Physiology and General Pathology) and a postgraduate qualification (Postgraduate Diploma or Master of Science in Dentistry, preferably in OMP). Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Core Functions/Duties: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor, Personal development to the level of independent specialist practice in the chosen field. Department reserves the right not to fill these post (s).

ENQUIRIES

: Anaesthesiology, Pain Medicine & Critical Care Prof D. Gopalan Tel No: (031) 260 4472
Dermatology: Prof N. Dlova Tel No: (031) 260-4531
Emergency Medicine: Dr S. Garach Tel No: (031) 260-4531
Internal Medicine: Prof N. Magula Tel No: (031) 260-4242
Neurology: Prof VB Patel Tel No: (031) 420 2359
Neurosurgery: Dr. B. Enicker Tel No: (031) 240 1134
Nuclear Medicine: Prof M Voster Tel No: (031) 260-4390
Obstetrics & Gynaecology: Prof M. Sebitloane Tel No: (031) 260 4390

Oncologydr Stopforth Tel No: (031) 260 8959
 Ophthalmology: Dr. N. Mathe Tel No: (031) 260-4341
 Orthopaedics: Dr P Mthethwa Tel No: (031) 260 4297
 OtorhinolaryngologY (ENT) Dr A Sibiya Tel No: (031) 260 4292
 Paediatrics & Child Health: Dr L Mubaiwa Tel No: (031) 260-4348
 Paediatric Surgery: Dr M. Sheik-Gafoor Tel No: (031) 240-1579
 Pathology (Forensic Med): Prof Mfolozi Tel No: (031) 260 2580
 Plastic Surgery: Prof M Daya Tel No: (031) 240 1168
 Psychiatry: Prof B. Chiliza Tel No: (031) 260 4321
 Public Health Medicine: Prof S Naidoo Tel No: (031) 260 4383
 Radiology: Dr N Dlamini Tel No: (031) 260 4425
 Oral Medicine and Periodontology (Dental) Dr N Daki Tel No: 033 395 2821
 Department Of Health Hr Enquiries: Mrs R Erasmus Tel No: 033 395
 2742/3347/2472

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

<u>APPLICATIONS</u>	:	Applicants are encouraged to submit their application through the Provincial Government e-Recruitment website at https://erecruitment.limpopo.gov.za , however, hand and mail delivered applications are acceptable and must be submitted on the new Z83 application form obtainable from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
<u>CLOSING DATE</u>	:	22 August 2025 at 16h00.
<u>NOTE</u>	:	The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: The declaration on the Z83 must be signed in order for an applicant to be considered. All the fields in Part A, C and D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". If yes (provide detail)". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the Z83 application form for employment, and applicants are accountable for the information that is provided therein. NB: The questions related to conditions that prevent re-appointment under Part F of the Z83 application form must be answered with Yes or No, however, applicants currently employed by the public service do not need to complete the section. Applicants must quote the specific reference number indicated (starting with OTP:) on the post applying for in the Column "Reference Number" on Z83 application form. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Governance with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme . A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Governance (NSG) will be required from the recommended candidate before the assumption of duty. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, "All shortlisted candidates, including SMS, shall undertake two (2) pre-entry assessments. One (1) will be a practical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, the selection panel will recommend suitable SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check and recommended candidates will be subjected to security clearance procedures. The Office reserves the right NOT to make any appointment to the posts advertised. The employment decision shall among other determinations be

informed by the Employment Equity Plan of the Office. The successful candidate falling within the designated categories will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving. If you have not heard from the Office within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Note: Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date (prior to be interviewed), failure to produce the requested certified copies as mentioned, will result in an automatic disqualification from the process. Kindly note that NO payment of any kind is required when applying for posts advertised in this circular. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: <https://erecruitment.limpopo.gov.za>, www.limpopo.gov.za, www.dpsa.gov.za and Limpopo Provincial Departments social media platform. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

MANAGEMENT ECHELON

<u>POST 28/196</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: OTP: 07/25/01 (X1 POST)</u> Branch: Corporate Management
<u>SALARY</u>	:	R1 813 182 – R2 135 835 per annum (Level 15), (all-inclusive remunerative package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate postgraduate (NQF level 8) in Public Management / Business Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of eight (08) years' experience at Senior Management level. SMS Pre-Entry (Nyukela) Certificate upon appointment. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	Ensure effective Administration Support Services by providing Human Resource Management, Human Resource Development, Performance Management Development Services, Employee Health and Wellness Programmes. Manage Records and Facilities. Provide Departmental Information and Communication Technology Services. Manage and facilitate the provision of Organisational Risks, Security & Integrity Management Services. Manage and Facilitate Ethics. Manage and coordinate the implementation of Strategic Management Support Services by providing administrative support services to the Director General. Oversee the development of management effectiveness and leadership strategy. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation. Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management for the Official Order of preference and coordinate& manage international visits. Oversee the management of Corporate Gifts and Flag Bank. Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the Office are coordinated and evaluated. Ensure that grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier are handled and facilitated. Monitor and evaluate the implementation of collective agreement in the Office. Monitor the coordination of Public Service Industrial Action and oversee the provision of Departmental Training on all Labour Relations matters. Ensure effective Financial Management Services.

ENQUIRIES : should be directed to Mesdames: Mgbo PM / Mokgalaka S/ Mashitoa MR/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C at Tel No: (015) 287 6441 / 6665/ 6349 / 6027 / 6293 / 6588 / 6063 respectively.

OTHER POST

POST 28/197 : **ASSISTANT DIRECTOR: MEDIA LIAISON SERVICES REF NO: OTP: 07/25 /02 (X1 POST)**
Directorate: Research and Media Liaison Services

SALARY CENTRE REQUIREMENTS : R582 444 – R686 091 per annum (Level 10)
Polokwane
A Senior Certificate plus an undergraduate qualification (NQF level 6) in Journalism/ Media Studies/ Public Relations or equivalent qualification in the relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Communication environment at a Supervisory level. A valid driver's license except for people with disability.

DUTIES : Coordinate the implementation of the Provincial Communication Strategy and promote integrated communication within three spheres of government. Develop Media and Communication Plans for government events. Coordinate and facilitate communication activities on media platforms. Compile media alerts/advisories and statements. Support provincial and national government with media related programmes. Organise government media briefings.

ENQUIRIES : Should be directed to Mesdames: Mgbo PM / Mokgalaka S/ Mashitoa MR/ Moyaba ME / Kekana PL and Messrs Khorommbi P / Kika Bham C at Tel No: (015) 287 6441 / 6665/ 6349 / 6027 / 6293 / 6588 / 6063 respectively.

DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY

The Limpopo Department of Transport and Community Safety is an equal opportunity, affirmative action employer with clear employment equity targets. ALL positions are targeting Women and Person with Disabilities.

APPLICATIONS : quoting the relevant references `should be forwarded as follows The Head of Department
Applications must be submitted via e-Recruitment system through the link at <http://erecruitment.limpopo.gov.za> and on new z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za.
For Head Office posts: Department of Transport and Community Safety, Private Bag X 9491, Polokwane, 0700 OR handed in at Phamoko Towers Building, Second (2nd) Floor, Office No. 45 at 40 Church Street, Polokwane, 0699.
Capricorn District, 39 Church Street, Polokwane, The Director, Private Bag X9324, Polokwane 0700, at 073 170 6748
Sekhukhune District, Lebowakgomo Govt. Complex. The Director, Private Bag X 61, Lebowakgomo, 0737, Tel No: (015) 633 5150.
Waterberg District: NTK Building, Modimolle, 84 CNR Limpopo Street & Thabo Mbeki Street, The Director, Private Bag X1038, Modimolle, 0510, Tel No: (014) 718 2300/2311/2310.
Mopani District: Giyani Govt, Complex. The Director, Private Bag X9679, Giyani, 0826, Tel No: (015) 811 7000.
Vhembe District, Thohoyandou Govt. Complex, The Director, Private Bag X2145, Sibasa, 0970, Tel No 015 960 3000

CLOSING DATE : 29 August 2025 at 16h00
NOTE : Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish

such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants are required to submit New Z83 and detailed CV. Only shortlisted applicants will be required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The employer reserves the right to fill or not to fill the posts. Failure to submit the requested documents will result in your application not being considered. Due to austerity measures the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to shortlisted candidates only; due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

<u>POST 28/198</u>	:	<u>CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: LDTCS 001/2025</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 in Traffic Law Enforcement/Road Safety Management or related qualification as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Road Traffic Law Enforcement. Proof of completion of the SMS pre-entry programme (Nyukela) upon the appointment. 5 years' experience at a senior managerial level. Valid driver's license (with the exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge and Skills: sound and in-depth knowledge and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations. Manage the implementation of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic

		operational resources. Ensure the effective management of the Limpopo Traffic Training College. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Identify and manage risks. Manage Traffic Legislation development and compliance. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.
<u>ENQUIRIES</u>	:	Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<u>POST 28/199</u>	:	<u>DIRECTOR: TRANSPORT INFRASTRUCTURE REF NO: LDTCS 002/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Infrastructure/Engineering will be an added advantage Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Manage Transport Engineering services, Manage Infrastructure and EPWP, Provide leadership and strategic direction in the Directorate, Manage the component's resources against its strategic objectives.
<u>ENQUIRIES</u>	:	Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<u>POST 28/200</u>	:	<u>DIRECTOR: PRE SUPPORT SERVICES REF NO: LDTCS 003/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 7 in Public Administration or related qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Infrastructure/Management/Engineering will be an added advantage. Proof of completion of the SMS pre-entry programme (Nyukela) upon appointment. 5 years' experience at a middle/senior managerial level in the related field. Valid driver's license (except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership; knowledge of Policies and Prescripts; Knowledge of Change management principles; People Management and Empowerment, Programme and Project Management; Financial Management, Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Negotiation skills and understanding supply chain management principles. Knowledge And Skills: Sound and in-depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Administrative and Secretariat Services to the Provincial Regulating Entity [PRE] provision. Manage Public Transport Operating License Service

ENQUIRIES : Administration Services. Manage the Administration of Public Transport Operators and Routes Registration. Manage Public Transport Conflicts.
Ms. Amika Y: Tel No: (015) 295 1209, Ms. Mpe N.F: Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163

OTHER POSTS

POST 28/201 : **DEPUTY DIRECTOR: TRANSPORT REGULATION REF NO: LDTCS 004/2025**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be restructured in terms of applicable rules.

CENTRE REQUIREMENTS : Mopani District (Giyani)
: An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). Basic Diploma for Road Traffic Law Enforcement. Any other qualifications in Road Traffic / Traffic Management will be an added advantage. 5 years' experience of which 3 years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of person with disability). Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations, understanding of the legislative framework governing public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge, high level report writing and computer skills.

DUTIES : Manage and enforce National Road Traffic Act 93/1996, National Land Transport Act 5/2009, Criminal Procedure Act, and other related legislations. Manage the implementation of operational law enforcement and road safety plans. Manage registration and licensing services. Manage provision of traffic operational resources. Ensure effective and efficient leadership. Management of service delivery improvement in traffic management. Manage human resources. Financial Management. Ensure effective and efficient asset management. Identify and manage risks. Manage Traffic Legislation development and compliance. Manage the implementation of transport safety outreach programmes. Manage traffic information and management systems. Provide incident management systems. Manage traffic administration services.
ENQUIRIES : Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019

POST 28/202 : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: LDTCS 006 /2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.

CENTRE REQUIREMENTS : Capricorn District (Polokwane)
: An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage, 5 years of experience of which 3 years must be at an Assistant Director level in the same or related field. PERSAL Training/Certificate. Valid driver's license (with the exception of persons with disabilities) Core And Process Competencies: Knowledge of PERSAL, Computer Literacy, Financial Management skills, Management skills, Negotiation skills, Innovative thinking, Client Orientation and Customer Focus, Written and Verbal Communication Skills, Decision Making, Strong Leadership and Team building Skills, Policy Development Skills, Planning and Organizing skills, Conflict Management and Project Management. Knowledge And Skills: PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at

		all levels. Ability to analyze the findings and make recommendations, high level report writing, understanding of the legislative framework governing public service i.e., Public Service Act, Public Service Regulation.
<u>DUTIES</u>	:	Manage Human Resource Management and Development Services. Manage employee wellness services. Manage information technology, information management and communication services. Manage transformation and service delivery improvement services. Manage records, facilities and EPWP program
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/203</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE AND EPWP REF NO: LDTCS 007/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee Pension Fund, a medical fund and flexible portion which may be structured in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Management Sciences or infrastructure management or support, Facilities Management built environment will be an added advantage. 5 years' experience of which 3 years must be at Junior Management / Assistant Director level in a related field. Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Manage the procurement of infrastructure projects Provide maintenance of departmental buildings internally and through implementing agents Manage Infrastructure delivery management strategy Manage the coordination of EPWP in the department Manage acquisition and disposal of property and land through the custodian Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/204</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: LDTCS 028/2025</u>
<u>SALARY</u>	:	R586 956 per annum, (OSD)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An LLB qualification or as otherwise determined by the Minister of Justice and Constitutional Development and as recognized by South African Qualifications Authority (SAQA). Eight (8) years post qualification legal experience. Valid driver's license (with exception of person with disabilities) Core And Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge And Skills: Sound and in-depth knowledge of South African Law, interpretation of Acts and Regulations, Legal Drafting, legal Research, Departmental Policies and Procedures. Ability to interpret, research and apply the law to a set of facts.
<u>DUTIES</u>	:	Provide Legal opinion and advice. Liaise with state attorney in litigation matters involving the department. Draft legal contracts Provide legal advisory services to the MEC, HoD and Employees in the Department.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 28/205</u>	:	<u>CHIEF PROVINCIAL INSPECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Capricorn (Lebowagomo) Ref No: LDTCS 008/2025

		Vheme (Mutale) Ref No: LDTCS 009/2025
		Waterberg (Northam) Ref No: LDTCS 010/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA 7-10 years working experience in traffic law enforcement field 3-5 years' experience at supervisory level Basic Road Traffic Diploma No criminal record Valid driver's license Core and Process Competencies. Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations.
<u>DUTIES</u>	:	Manage and enforce Road Traffic, public passenger, transport legislation Overall management of the traffic station/traffic control center Manage joint law enforcement activities and projects Manage resources and provide leadership and direction to all subordinates Identify and manage risks Manage the performance of all the administrative activities and related duties.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Chavani T Tel No: (015) 960 3094
<u>POST 28/206</u>	:	<u>CHIEF PROVINCIAL INSPECTOR REF NO: LDTCS 011/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Capricorn PTU
	:	An undergraduate qualification (NQF level 6) or equivalent as recognized by SAQA 7-10 years working experience in traffic law enforcement field 3-5 years' experience at supervisory level Basic Road Traffic Diploma No criminal record Valid driver's license Core and Process Competencies. Extensive knowledge of Traffic Management policies and regulations, relevant legislations and traffic management regulations, communication skills problem solving and analysis knowledge management, service delivery innovation, client orientation and customer focus. Knowledge And Skills: Knowledge of Road Traffic and Safety Acts, Accident reconstruction, Knowledge of Criminal Procedure Act, Road Safety history and current situation in SA, PFMA, negotiation skills, Conflict resolution, problem solving and Presentation skills, ability to communicate at all levels. Ability to analyze the findings and make recommendations.
<u>DUTIES</u>	:	Manage the implementation of PTU Management of stop and check Manage the assets and equipment of the unit Management of office administration Management of state vehicles.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/207</u>	:	<u>ASSISTANT DIRECTOR: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT REF NO: LDTCS 012/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Waterberg District (Modimolle)
	:	An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage 3 – 5 years of experience at a supervisory level in the same or related field Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge and Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Co-ordinate Service delivery improvements and customer care Co-ordinate service delivery complaints Co-ordinate special program within the district.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335: Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/208</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: LDTCS 013/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 6) OR equivalent Qualification as recognized by SAQA. A qualification in Public Administration will be an added advantage 3 – 5 years of experience at a supervisory level in the same or related field Valid driver's license (with exception of people with disabilities). Core And Process Competencies. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and Customer focus, Communication. Knowledge and Skills: Sound and depth knowledge of and understanding of the legislative framework governing the public service i.e., Public Service Act, Public Service Regulation. Public service knowledge, negotiations, Public Service Knowledge.
<u>DUTIES</u>	:	Advocacy on special programmes Co-ordinate and facilitate Gender mainstreaming programmes Co-ordinate reasonable accommodation and capacity building Facilitate and co-ordinate job access programmes
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 28/209</u>	:	<u>ASSISTANT DIRECTOR: REVENUE & DEBT REF NO: LDTCS 014/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 – 5 year's experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, Knowledge of PFMA and Financial Management, policy development skills, strong leadership and team building skills, Labour relations acts, Financial and cost accounting, Debtor management, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Implement proper controls on revenue and debt collection Reconciliation on revenue and debt collection Co-ordinate revenue returns Implement compliance with rules and regulations of revenue policies Manage the recovery of departmental debt
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 28/210</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: LDTCS 015 /2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Sekhukhune
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 7 in Social Sciences/Social as recognized by SAQA, Work Registration with Relevant Professional Body 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills Knowledge and understanding of PFMA, Financial policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate the provision of wellness services Co-ordinate the provision of SHERQ and COID programs Co-ordinate the implementation of HIV/AIDS programs
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/211</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE REF NO: LDTCS 016 /2025</u>
<u>SALARY</u>	:	R468 459 per annum. (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Facilitate and monitor payments of accounts within thirty days Compile monthly, quarterly and annual financial reports Address audit queries and attend to requests Ensure compliance to payment policies and standard operating procedures Supervise subordinates.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M: Tel No: (015) 295 1163
<u>POST 28/212</u>	:	<u>ASSISTANT DIRECTOR: GITO: DISTRICT REF NO: LDTCS 017/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Mopani (Giyani)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Information Technology will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Provide technical support functions to the district and traffic stations Standardise desktop software and update anti-virus software and server Manage the ICT Network Infrastructure. Ensure provision of IT equipment and services.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022: Mr. Banyini N.G Tel No: (015) 711 7019
<u>POST 28/213</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDTCS 018/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09)
	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Accounting / Financial Management/Supply Chain Management will be an added advantage. 3 – 5 years' experience at supervisory level in the same field or related field. CSD Training/certificate will be an added advantage. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Synergise, review and execute the bidding process Co-ordinate, review and compile the list of prospective providers for quotations Co-ordinate, review and source quotations from database according to the threshold values determined by the National Treasury Supervise employees to ensure an effective acquisition management service Undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

<u>POST 28/214</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDTCS 019/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Risk Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Develop, co-ordinate and monitor implementation of risk Management strategies and risk management plans. Ensure Risk and Audit Steering Committee (RASC) to fulfil its responsibilities as outlined in the Charter. Ensure that risk management capability is developed and maintained in all Directorates of the Department. Ensure that there is proper risk management ownership by Management.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/215</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: LDTCS 020/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration or Management/ Monitoring and Evaluation will be an added advantage. 3 – 5 years relevant experience at supervisory level in monitoring and evaluation environment. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Coordinate submission and consolidation of departmental reports. Coordinate and manage performance information review sessions of the department and agencies Coordinate and manage departmental performance reports from all business branches. Manage the implementation of Management Performance Assessment Tool (MPAT) in the department.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/216</u>	:	<u>ASSISTANT DIRECTOR: DEPARTMENTAL TRANSPORT SERVICES REF NO: LDTCS 021/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Transport Management will be an added advantage. 3 - 5 years' experience at supervisory level in the same field or related field. Valid Driver's Licence (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Monitor purchase of Departmental Vehicles. Manage allocation of Departmental vehicles. Facilitate maintenance of Departmental vehicle asset

		register. Disposal of unserviceable assets. Ensure compliance of policy by the Department Officials.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/217</u>	:	<u>ASSISTANT DIRECTOR: POLICE CONDUCT REF NO: LDTCS 022/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Policing will be an added advantage, 3 - 5 years' experience at supervisory level in the same or related field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Assist in the management of service delivery complaints lodged against the SAPS in the Province, Conduct Court Watch Brief at Courts in the Province Assist in the analysis of Court Watch Brief reports and make follow-up with police stations identified Monitor the implementation of IPID recommendations by SAPS Supervise subordinates within the sub-component.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 28/218</u>	:	<u>ASSISTANT DIRECTOR: NATIS AUDIT REF NO: LDTCS 023/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Licensing will be an added advantage 3 - 5 years' experience at supervisory level in the same or related field, e-NaTIS Training will be an added advantage Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Plan and ensure that internal and external audit of the e-NaTIS transactions are performed as per year programme Ensure that audits are conducted on previously filed documents Execute special audit at the request of Management (National, Provincial and Local) Coordinate and facilitate relevant requests for procurement of face value forms goods and services.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 28/219</u>	:	<u>ASSISTANT DIRECTOR: CLUSTER CO-ORDINATION REF NO: LDTCS 024/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration will be an added advantage 3 - 5 year's experience at supervisory level in Administration Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal

		Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate the JCPS and Social Sector Clusters. Facilitate Border Management matters. Participate in the management of events/crime awareness campaigns specific to the Directorate.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) -295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163
<u>POST 28/220</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY SAFETY & PARTNERSHIP (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09)
	:	Waterberg (Modimolle) Ref No: LDTCS 026/2025
	:	Sekhukhune (Lebowakgomo) Ref No: LDTCS 025/2025
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Public Administration/Social Sciences will be an added advantage 3 - 5 years' experience at supervisory level within the relevant field/area Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Domestic Violence Act, Criminal Procedure Act, sexual Offence Act, Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, Policies related to Community Safety within the Municipality, PFMA, Computer literacy, Policy analysing skill, investigative skills, Reporting skills, Presentation skills, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Monitor the functionality of Statutory and Mandatory Community Policing and Community Safety forums Provide support to Mandatory and Statutory Community Policing and Community Safety forums Co-ordinate the implementation of Community Safety and Social Crime Prevention projects (including DVA and GBV) Capacitating of Community structures
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335
<u>POST 28/221</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL CRIME PREVENTION STRATEGY AND VOLUNTEER PROGRAMME REF NO: LDTCS 027/2025</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 09)
<u>REQUIREMENTS</u>	:	Head Office (Polokwane)
	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognised by South African Qualification Authority SAQA A qualification in Social Sciences/Social Crime Prevention will be an added advantage 3 - 5 years' experience at supervisory level within relevant field/area. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Crime Prevention Strategy, South African Criminal Justice System Act, National Development Plan, Civilian Secretariat for Police Service Act and Regulation, South African Police Act, PFMA, Computer literacy, strong leadership and team building skills, Reporting skills, Decision making, Change management, Presentation skills, Public relations, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate the implementation of the Integrated Crime and Violence Prevention Strategy Facilitate the implementation of the Rural Safety Strategy Facilitate the implementation of the volunteer programs Facilitation of events specific to Unit.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401 and Ms. Maphoto S.M Tel No: (015) 295 1163

<u>POST 28/222</u>	:	<u>ARTISAN FOREMAN: MECHANICAL SERVICES REF NO: LDTCS 049 /2025</u>
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CENTRE</u>	:	Waterberg (Modimolle)
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test certificate in Diesel or Electromechanical 5 years' experience required as an Artisan. Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<u>DUTIES</u>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/223</u>	:	<u>ARTISAN PRODUCTION GRADE C (REPAIRS AND SERVICE) (X4 POSTS)</u>
<u>SALARY</u>	:	R332 061 per annum, (OSD)
<u>CENTRE</u>	:	Mopani (Giyani) Ref No: LDTCS 046 /2025 (X2 Posts) Sekhukhune (Lebowakgomo) Ref No: LDTCS 047/2025 Vhembe (Thohoyandou) Ref No: LDTCS 048/2025
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test certificate in Diesel or Electromechanical 3-5 years' experience in the relevant field Valid Driver's Licence (Except for people with disabilities). Core And Process Competencies: Change Management, Financial Management, Problem Solving and Analysis, Customer Focus and responsiveness, Communication. Planning and organizing and decision making. Computer – aided technical application, technical report writing and knowledge of occupational health and safety legislation.
<u>DUTIES</u>	:	Facilitate the repair, breakdown services and maintenance of both heavy and light government vehicles. Ensure technical services and support in the government garage /workshop in conjunction with Artisans. Manage administrative and related functions such as providing. inputs into the budgeting process, compiling and submitting reports as required etc. Financial management –Control and monitor expenditure according to budget to ensure efficient cash flow management. People management – manage development, motivation and utilization of human resources and manage subordinates' key performance areas by setting and monitoring performance standards. maintain and advance expertise. Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 9613094
<u>POST 28/224</u>	:	<u>STATE ACCOUNTANT: REVENUE AND DEBT REF NO: LDTCS 029/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg (Modimolle)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage A minimum of 2 years' experience in the same or related field, BAS Training/results will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills,

		transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Facilitate the creation and recovery of departmental debts. Reconciliation of revenue collected and debts. Monitoring and revenue collection and safekeeping of state funds. Ensure compliance to rules and regulations of revenue policies.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/225</u>	:	<u>STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: LDTCS 030/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg (Modimolle)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years' experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Administer Salary matters Handle payment of Accounts Do budget planning and financial monitoring.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/226</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE REF NO: LDTCS 031 /2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Process submitted claims and requests Process payment of accounts within thirty days Implement payment policies and standard operating procedures
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/227</u>	:	<u>STATE ACCOUNTANT: ACQUISITION REF NO: LDTCS 032/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management/Supply Chain Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written

		Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Co-ordinate and execute the bidding process Co-ordinate and compile a list of prospective providers for quotations Source quotations from database according to the threshold values as determined by National Treasury Ensure an effective acquisition management services.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/228</u>	:	<u>STATE ACCOUNTANT: DEMAND REF NO: LDTCS 033 /2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A qualification in Financial Management/Supply Chain Management will be an added advantage. A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills, Knowledge of CSD system.
<u>DUTIES</u>	:	Monitor the implementation of the procurement plan Draft specifications and terms of reference for required goods and services Registration of suppliers into CSD System Conduct prise analysis.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/229</u>	:	<u>LABOUR RELATIONS OFFICER: REMEDIAL SERVICES REF NO: LDTCS 034 /2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF level 6 in Labour Relations or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A minimum of 2 years to experience in the same or related field. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.
<u>DUTIES</u>	:	Facilitate remedial services Representing the Department in relevant forums Implement the Departmental disciplinary code and procedures Consult with trade unions on matters of mutual interest.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/230</u>	:	<u>ADMINISTRATIVE OFFICER: OPERATING LICENSES REF NO: LDTCS 035/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg (Modimolle)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills,

		negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Register Taxi Associations and non-members. Arrange operating licenses board meetings. Verify vehicles ownership. Issue permits and operating licenses. Collect revenue.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/231</u>	:	<u>OHS PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mopani (Giyani) Ref No: LDTCS 036/2025
<u>REQUIREMENTS</u>	:	Sekhukhune (Lebowakgomo) Ref No: LDTCCS 037/2025 Undergraduate qualification NQF level 6 or equivalent qualifications as recognized by South African Qualifications Authority (SAQA). A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, COIDA, Public Finance Management Act, Occupational Health and Safety Act. Knowledge of DPSA EHWP Strategic Framework. Ensure proper hygiene system, Communicate and manage health and safety training and awareness campaigns; and ensure that all Accidents / Incidents are thoroughly investigated and reported. Knowledge And Skills: Computer literacy, Financial Management skills, Communications Skills (Verbal & Written Skills, Problem solving skills. Planning and organizing skills, Report writing skills, Presentation skills, Interpersonal Relations Skills, Diversity management, Teamwork & Collaboration skills.
<u>DUTIES</u>	:	Facilitate the promotion & implementation of Safety, Health, Environment, Risk and Quality (SHERQ) measures in the District Facilitate the promotion and Implementation of Occupational Injuries and Diseases (COID) Programme in the District Conduct & Implement the Disaster Management Contingency Plan for the District and Facilities/Institutions Facilitate the functioning of all OHS Act Statutory Governance Structures (Committees & management structures)
<u>ENQUIRES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022
<u>POST 28/232</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSFORMATION AND SERVICE DELIVERY IMPROVEMENT REF NO: LDTCS 038/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mopani (Giyani)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core And Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate customer care and service delivery Conduct customer satisfaction survey Co-ordinate research, investigations on service delivery.
<u>ENQUIRIES</u>	:	Mr. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 3094
<u>POST 28/233</u>	:	<u>ADMINISTRATIVE OFFICER: FACILITIES AND AUXILIARY MANAGEMENT REF NO: LDTCS 039 /2025</u>
<u>SALARY</u>	:	R325 101 per annum. (Level 07)
<u>CENTRE</u>	:	Vhembe (Thohoyandou)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills,

		negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Render photocopying services Render telecommunication services Handle office furniture.
<u>ENQUIRIES</u>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Ravele T Tel No: (015) 960 3029
<u>POST 28/234</u>	:	<u>ADMINISTRATIVE OFFICER: NATIS REF NO: LDTCS 040/2025</u>
<u>SALARY</u>	:	R325 101 per annum. (Level 07)
<u>CENTRE</u>	:	Sekhukhune (Moutse)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations.
<u>DUTIES</u>	:	Registration and licensing of vehicles Issue drivers and learner's licenses Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/235</u>	:	<u>ADMINISTRATIVE OFFICER: PUBLIC TRANSPORT SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Mopani (Giyani) Ref No: LDTCS 041 /2025 Sekhukhune (Lebowakgomo) Ref No: LDTCS 042/2025 Waterberg (Modimolle) Ref No: LDTCS 043/2025)
<u>REQUIREMENTS</u>	:	An undergraduate qualification National Diploma (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management will be an added advantage A minimum of 2 years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Computer literacy, problem solving, Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independent, Team player and patience. Knowledge and Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, report writing, conflict resolution and problem-solving skills.
<u>DUTIES</u>	:	Investigate matters related to illegal public transport operations Inspect subsidized contract agreement and general permits Monitor bus timetable and routes Inspect bus and taxi routes Monitor scholar transport and animal-drawn carts
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/236</u>	:	<u>TRANSPORT SAFETY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Sekhukhune (Makhuduthamaga) Ref No: LDTCS 044/2025 Waterberg (Lephalale) Ref No: LDTCS 045/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Transport Management/Road Safety will be an added advantage A minimum of two (2) to three (3) years' experience in the same or related field. Valid driver's license (except for persons with disabilities) Core and Process Competencies: Performance management, Research conducts, Public Relations, Community Development studies, financial management and PFMA, Labour Relations Act, Supply Chain management. Knowledge And Skills: Knowledge of all Road Safety products and programs, Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing.
<u>DUTIES</u>	:	Gather information of hazardous locations where and when required and do research to find solutions. Implement, facilitate and co-ordinate the implementation of roads safety education programs. Help with the planning of road safety awareness campaigns and projects, e.g Arrive Alive campaigns. Facilitate and coordinate the establishment of community road safety forums

		Assist with road safety education and communication product development Evaluate progress and submit monthly reports.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/237</u>	:	<u>REGISTRY PRACTITIONER: RECORDS AND REGISTRY SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) Mopani (Giyani) Ref No: LDTCS 050 /2025 Sekhukhune (Lebowakgomo) Ref No: LDTCS 051/2025 Vhembe (Thohoyandou) Ref No: LDTCS 052/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) or equivalent as recognised by SAQA. A qualification in Archives and Records management will be an added advantage A minimum of 2 years' experience in the same or related field. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge And Skills: Knowledge and understanding of PFMA, Finance policies, Conflict management skills, problem solving skills, negotiations skills, Computer literacy, management skills, Interpersonal relations, Client orientation, Customer Focus, Computer literacy, Communication, Interpersonal relations, Teamwork, Planning and Organizing.
<u>DUTIES</u>	:	Administer records management services Safe custody of Human Resource records. Compliance with Minimum information requirements Implementation of systematic disposal of terminated records.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 3094
<u>POST 28/238</u>	:	<u>PERSONAL ASSISTANT: HEAD OF DEPARTMENT AND GITO (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum. (Level 07) Head Office (Polokwane): Hod Ref No: LDTCS 053/2025 Gito Ref No: LDTCS 054/2025)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 6 or equivalent qualification as recognized by South African Qualifications Authority (SAQA). A qualification in Management Assistant or related qualification will be an added advantage. A minimum of 2 year's experience in the same or related field. Valid Driver's Licence (Except for persons with disabilities). Core and Process Competencies: Problem solving, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience, Record Management. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, and problem-solving skills.
<u>DUTIES</u>	:	Provide secretarial/receptionist support service to the Hod. Render administrative support services, Support the Head of Department with the administration of the budget of the office, Provide all administrative support to the Head of Department.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401
<u>POST 28/239</u>	:	<u>FINANCE CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LDTCS 055/2025 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Waterberg (Modimolle)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Computer Literacy (Microsoft Office Package) A qualification in Financial Management/SCM will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, PFMA, Advanced Financial Management, Reporting procedures, Computer Literacy. Written Communication negotiation skills, Analytical thinking skills, transformation policies and procedures, Production process knowledge and skills.

<u>DUTIES</u>	:	Provide demand and management services Provide acquisition management services Provide logistics management services.
<u>ENQUIRIES</u>	:	Ms. Maja M Tel No: (014) 718 2335 Mr. Motloutsi F Tel No: (014) 718 2317
<u>POST 28/240</u>	:	<u>ADMIN CLERK: NATIS (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mopani (Tzaneen) Ref No: LDTCS 056/2025 Sekhukhune (Moutse)Ref No: LDTCS 057/2025
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Computer Literacy (Microsoft Office Package) A qualification in Administration will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<u>DUTIES</u>	:	Registration and licensing of vehicles Issue drivers and learner's licenses Issue roadworthy certificates Issue special vehicles permits, motor trade numbers and allocate license numbers Render administrative duties.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022
<u>POST 28/241</u>	:	<u>ACCOUNTING CLERK: ASSET AND INVENTORY REF NO: LDTCS 058 /2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Vhembe (Thohoyandou)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Computer Literacy A qualification in Financial Management will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Financial systems, Debtors management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills, Advanced financial management.
<u>DUTIES</u>	:	Conduct stock taking Update inventory registers Maintain and update relevant register. Provide a consolidated report on obsolete assets.
<u>ENQUIRIES</u>	:	Mr. Chabani T Tel No: (015) 960 3094 Ms. Ravele T Tel No: (015) 960 3029
<u>POST 28/242</u>	:	<u>ADMIN CLERK HR (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Head Office Ref No: LDTCS 059 /2025 (X2 Posts) Capricorn Ref No: LDTCS 060/2025 Mopani Ref No: LDTCS 061/2025
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent as recognised by SAQA. An undergraduate qualification in Human Resource Management / Development will be an added advantage. Valid driver's license (with the exception of persons with disabilities) Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge And Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.
<u>DUTIES</u>	:	Administration of recruitment, selection processes, implementation of personal data. Administration of transfers, placement, relocation, secondments, and implementation of allowances. Administration and monitoring of leave matters. Administration of service benefits (long service, housing allowance, state guarantee, financial) and termination.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Baloyi C Tel No: (015) 811 7022
<u>POST 28/243</u>	:	<u>SECRETARY (X5 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Capricorn Ref No: LDTCS 062 /2025 Mopani Ref No: LDTCS 063/2025 Sekhukhune Ref No: LDTCS 064 Vhembe Ref No: LDTCS 065/2025

<u>REQUIREMENTS</u>	:	Waterberg Ref No: LDTCS 066/2025 Grade 12 or equivalent qualification Computer Literacy A qualification in Management Assistant will be an added advantage. Valid Driver's Licence (Except for people with disabilities) Core and Process Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, Information Systems, negotiation skills, analytical skills, Computer Literacy. Analytical thinking skills.
<u>DUTIES</u>	:	Provide administrative support to the District Director Manage the Director's diary Arrange meetings Facilitate accommodation bookings and other travellings Manage the flow of documents in and out of the Director's office.
<u>ENQUIRIES</u>	:	Ms. Baloyi C Tel No: (015) 811 7022 Mr. Chabani T Tel No: (015) 960 94 Ms. Maja M Tel No: (014) 718 2335
<u>POST 28/244</u>	:	<u>DRIVER/MESSENGER REF NO: LDTCS 067/2025</u>
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Sekhukhune (Lebowakgomo)
<u>REQUIREMENTS</u>	:	Grade 10 qualification/ABET/AET or equivalent qualification as recognized by SAQA. Public Driver Permit (PDP) will be an added advantage. 7-12 months driving experience. Valid driver's license Core and Process Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Knowledge and Skills: Knowledge and understanding of legislative framework governing Public Service, knowledge of the procedure to correct utilization of motor vehicle.
<u>DUTIES</u>	:	Drive light and medium motor vehicles transporting passengers and other departmental items (mail and documents) Do routine maintenance on allocated vehicles and report defect timely Complete all required and prescribed records and log books with regard to the vehicle and goods handled. Render messenger service in the relevant office.
<u>ENQUIRIES</u>	:	Ms. Amika Y Tel No: (015) 295 1209, Ms. Mpe N.F Tel No: (015) 294 8401

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

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- APPLICATIONS** : Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

OTHER POST

- POST 28/245** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: NCDOH 91/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : An appropriate Degree or equivalent qualification at NQF Level 6. Three (3) years appropriate years' administrative experience in the Public Service. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Extensive related experience in political or executive offices will serve as an added advantage. Proven management competencies. Working knowledge of the political and parliamentary process covered in South Africa. A valid drivers' licence.
- DUTIES** : Manage the administrative and co-ordination activities within the office of the executive authority – Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their

classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority – Brief the Head of Ministry on matters with regard to the executive authority's portfolio on the agenda of cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority – Manage the distribution of memoranda to cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of cabinet/executive council and alert the Head of Ministry and executive authority of actions to be taken and due dates. Supervise employees - General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

ENQUIRIES

: Mr S Ndelaphi Tel No: (053) 830 2000

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

POST 28/246 : **CHIEF EXECUTIVE OFFICER: LENTEGEUR HOSPITAL**
Chief Directorate: Metro Health Services

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

CENTRE : Lentegueur Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with proven skills and ability in the financial management of health services. Open minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capability.

DUTIES : Exercise leadership and overall governance of Specialist Psychiatric Hospital with departmental strategic priorities and framework. Overall responsibility for Clinical Governance of the Specialist Psychiatric Hospital ensuring and efficient management of all aspects of patient care. Overall responsibility for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, and Management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interaction. Provide leadership support to the specific hospital and deliver quality, efficient liaison and cooperation with all service providers in the hospital's geographic wedge area of responsibility as well as the Health Facility Board and representatives of the community, Mental health Review board and District Health Council.

ENQUIRIES : Dr G Perez Tel No: (021) 815-8668

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

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

CLOSING DATE : 22 August 2025

POST 28/247 : **DIRECTOR: INFRASTRUCTURE PLANNING**
Directorate: Infrastructure Planning

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

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Engineering, Architecture, Urban and Regional Planning, or Quantity Surveying as recognised by SAQA, with at least 5 years' experience at a middle/senior managerial level. Post-graduate management qualification and registration as a Built Environment Professional with the relevant Council are desirable. The Pre-entry Certificate for the Senior Management Services is a requirement. Candidates not possessing this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in its absence. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS", and full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . All costs associated herewith are the responsibility of the applicant. Experience: Public sector management and/or related management experience in the planning and delivery of infrastructure programmes in the Health sector. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): In-depth knowledge of management and administrative processes in the Public Service. Proven knowledge and management experience in the planning and delivery of infrastructure programmes for the health sector. Knowledge of the built environment professions. Strong leadership, communication, stakeholder engagement, and project management skills.
<u>DUTIES</u>	:	Lead the strategic planning and alignment of infrastructure with integrated service delivery models. Develop, review, and manage infrastructure planning frameworks, norms and standards. Oversee the preparation of the User Asset Management Plan (U-AMP), Business Cases, and Project Briefs. Strengthen interdepartmental and intergovernmental collaboration. Lead infrastructure modelling and spatial planning for the health sector. Coordinate infrastructure inputs to the Department's Strategic Plan, Annual Performance Plan, and Infrastructure Programme Management Plan. Manage policy development and technical inputs to infrastructure prioritisation models. Implement systems for monitoring, evaluation, and post-occupancy assessments. Build internal capacity, lead high-performing teams, and foster stakeholder trust and engagement. Contribute to ethical governance by implementing risk management, aligning spending with PFMA/DORA, and fostering performance-based grant strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr L Angeletti-Du Toit at (071) 794-7771
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2025

OTHER POSTS

<u>POST 28/248</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (ADULT NEPHROLOGY)</u> (2 Year Contract)
<u>SALARY</u>	:	R1 341 855 per annum, A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours. Competencies (knowledge/skills): Good communication skills. Experience in nephrology. Previous research experience. Nephrology-specific accredited courses attended.
<u>DUTIES</u>	:	Successful completion of the MPhil (Nephrology). Successful completion of the Cert Nephrol Phys (SA) which includes all the logbook requirements of the college of Medicine. Participating fully in all activities of the division. Conducting research into kidney disease prevalent in South Africa.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof MY Chothia Tel No: (021) 938- 9239/ or email: yaziedc@sun.ac.za
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status). The appointment as Senior Registrar will be for a maximum contract period of two years. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued and for any reason the appointment as a Senior Registrar also discontinued, consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their training should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as postgraduates with Stellenbosch University according to the yearbook and guidelines.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/249</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICAL GENETICS)</u>
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	: Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Medical Genetics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Medical Genetics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Medical Genetics. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Medical Genetics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Medical Genetics. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/ skills): Computer literacy. Strong ethical principles. Knowledge of relevant medico-legal matters. Leadership and organisational skills. Interpersonal skills. Ability to initiate own research projects and supervise research projects. Relevant clinical and counselling skills. Experience of under- and postgraduate teaching in the health sciences. Excellent written and verbal communication skills. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.
<u>DUTIES</u>	: Provide comprehensive clinical care to patients with genetic defects or congenital anomalies, including cascade testing. Examination of pregnancy losses and arrange appropriate testing with view of future counselling. Provide comprehensive genetic counselling. Provide advice to doctors and other health professionals including pro-active education and guidance. Provide advice on laboratory investigations and review laboratory results. Supervise and provide training to registrars. Assist with training of under- and postgraduate students

		across service platform. Develop, implement and supervise research projects. Perform appropriate outreach screening and counselling services.
<u>ENQUIRIES</u>	:	Prof. S. Moosa Tel No: (021) 938-4217/9218
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Medical Genetics with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/250</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Worcester CDC, Breede Valley Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines and including pediatrics HIV and Drug-resistant TB. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Primary healthcare experience. Ability and willingness to do outreach services to clinics throughout the Breede Valley Sub-district, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Breede Valley Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Breede Valley Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Breede Valley Sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr B Botha (Clinical Manager) Tel No: (023) 348-1305
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition

that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert."

<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/251</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHESIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's license. Must participate in commuted overtime as per roster. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience in Anaesthesiology since obtaining the degree of MBChB. Knowledge and practical experience in Cardiac Anaesthesia, Critical Care and Pain Medicine is essential. Diploma in Anaesthesiology.
<u>DUTIES</u>	:	Provision of safe medical care to patients in the operating theatres, Post-Anaesthesia High Care Unit, Pain Clinic and Critical Care unit at Tygerberg Hospital and associated training hospitals. Supervise and support medical interns and providing medical care on the service platform. Assist with the training of interns, medical students, nursing staff and paramedics. Involvement in research/audits relating to the discipline of Anaesthesiology.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof S Chetty Tel No: (021) 938-9226 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post candidates may be subjected to a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 August 2025

<u>POST 28/252</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Delft Community Health Centre Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Willingness to perform Commuted Overtime as per operational needs. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. L Snyders Tel No: (021) 204-9400 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/253</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum

	Grade 2: R1 142 553 per annum
	Grade 3: R1 322 352 per annum
	(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	: Karl Bremer Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid Code B/C driver's license. Commuted overtime is compulsory. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	: Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Karl Bremer Hospital healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES APPLICATIONS</u>	: Dr MMDV Basson Tel No: (021) 918-1205 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Medical Officer Internal Medicine posts within the Chief Director Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/254</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R1 001 349 per annum : Grade 2: R1 142 553 per annum : Grade 3: R1 322 352 per annum : (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Mitchells Plain District Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.

DUTIES : Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

ENQUIRIES : Dr FGool Tel No: (021) 377- 4382
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.

CLOSING DATE : 22 August 2025

POST 28/255 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT**
 Directorate: People Strategy, Sub- directorate: Change Management

SALARY : R896 436 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/ Degree (NQF 6), preferably in the field of Organisational Psychology, Public Administration or Business Science. Experience: Appropriate 3 -5 years middle management experience (supervisory and management functions at an ASD level). Extensive (6 -10 years) work experience in change management. Inherent requirement of the job: Valid Code 8 (B, EB) driver's licence. Preparedness to work overtime, travel and overnight away, when required. Competencies (knowledge/skills): Behavioural: Deciding and Initiating Action; Relating and Networking; Applying Expertise and Technology; Persuading and influencing; Analysing; Leading and Supervising; Presenting and Communicating Information; Planning and Organising; Creating and Innovating; Delivery Results and Meeting Customer Expectations; Working

with People; Adapting and Responding to Change. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all change management practices, Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000, Knowledge and understanding of performance management in general.

DUTIES : Facilitate the development and systematic review of the departmental change management strategy, policies, and practices, in close collaboration with the Department of the Premier (DotP), to ensure alignment with broader governmental objectives and best practices. Oversee and ensure the effective implementation of the departmental change management strategy and culture journey, in alignment with organisational objectives and in accordance with established policies and frameworks. Ensure the effective management of contracts with service providers responsible for the implementation of designated change management initiatives, in accordance with applicable procurement policies, service level agreements, and performance standards. Reporting, monitoring and evaluation (M&E). Plan, manage the workflows and account for the overall performance of the Sub- Directorate, including People Management and Financial Management.

ENQUIRIES : Ms R Shade Tel No: (021) 483 3717
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 August 2025

POST 28/256 : **MEDICAL PHYSICIST GRADE 1 TO 3**

SALARY : Grade 1: R811 662 per annum
 Grade 2: R916 437 per annum
 Grade 3: R1 045 446 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a Professional Council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Inherent requirements of the job: Willingness to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy medical physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

DUTIES : Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulatory requirements Assistance with equipment tender preparation, evaluation and commissioning.

	Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.
<u>ENQUIRIES APPLICATIONS</u>	: Mr C Trauernicht Tel No: (021) (021) 938-6027, E-mail: cjt@sun.ac.za : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Physicist with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/257</u>	: <u>ASSISTANT MANAGER NURSING (COMPREHENSIVE HEALTH SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R693 096 per annum : Klipfontein / Mitchells Plain Sub-structure Office : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwife. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willing to travel. Competencies (knowledge/skills): Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
<u>DUTIES</u>	: Provide effective support to the Comprehensive Health, Community Based service and Facility Based service components in the Klipfontein / Mitchells Plain Sub-district. Manage the implementation of the COPC approach and support the external and internal interface. Support the Eye Care and Refraction Services. Organize and support with the recruitment, selection, orientation and training of staff. Monitor and support with quality data submission.
<u>ENQUIRIES APPLICATIONS</u>	: Ms P Van Niekerk Tel No: (021) 370-3072 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/258</u>	: <u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	: R693 096 per annum : Touwsrante Community Clinic : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife and proof of current registration. A minimum of 9 years appropriate/recognisable nursing

experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Good communicate skills (verbal and written). Computer literacy (MS Office: Word, Excel and PowerPoint).

<u>DUTIES</u>	:	Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/259</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ENT) 5/8TH POST</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R625 842 per annum Grade 2: R714 096 per annum Grade 3: R826 470 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as medical practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in all aspects of the ENT (Ear, Nose, and Throat) service at Paarl Hospital and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Appropriate experience in Ear, Nose, and Throat. Proven experience in procedural skills appropriate to the field of Ear, Nose, and Throat. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Ability to work independently

	and to manage time and administrative tasks effectively. Good professional attitude. Communication skills.
<u>DUTIES</u>	: Provide comprehensive Ear, Nose, and Throat care to patients by diagnosing and treating illnesses and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to tertiary care or other healthcare providers when necessary. Participation in outreach services that are provided by the Ear, Nose, and Throat department. Financial management by effective and efficient use of resources. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES</u>	: Dr J West Tel No: (021) 860-2985/2725 or (email: joshua.west@westerncape.gov.za)
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/260</u>	: <u>ASSISTANT DIRECTOR: AUDIOLOGY</u>
<u>SALARY</u>	: R638 856 per annum
<u>CENTRE</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a Professional Council: Registration with the Health Profession Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Experience: A minimum of 3 years' experience after registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Competencies (knowledge/skills): Clinical expertise in diagnostic and rehabilitative audiology for both adolescent and adult populations. Strong background in strategic and operational planning, with the ability to align services to public health objectives. Deep understanding of clinical governance, compliance, and quality assurance processes. Demonstrated financial literacy and capability in managing healthcare resources effectively. High-level analytical and digital competence, with the ability to use clinical and performance data to inform service improvements. Outstanding interpersonal and communication skills, with a proven ability to collaborate across disciplines and sectors.
<u>DUTIES</u>	: Lead and manage multidisciplinary audiology teams to ensure the delivery of high-quality services. Oversee the delivery of diagnostic and rehabilitative audiology services tailored to the needs of adolescent and adult patients. Align departmental operations with broader healthcare policies and public health strategies. Ensure adherence to clinical governance frameworks and contribute to ongoing quality improvement initiatives. Analyze performance data and patient outcomes to inform service development and optimize clinical pathways. Build and maintain collaborative relationships with internal and external stakeholders to support integrated care delivery. Provide mentorship and supervision to junior staff and undergraduate students, fostering a culture of learning and professional development.
<u>ENQUIRIES</u>	: Mr L Naidoo Tel No: (021) 404 3405
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed

by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/261</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A</u> <u>(ELECTRICAL/MECHANICAL)</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	Grade A: R551 493 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town, Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma in Engineering (Electrical/Mechanical) or equivalent relevant qualification. Registration with a professional council: Registration with ECSA as a professional Engineering Technician. Experience: At least 6 years appropriate/recognisable experience after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on plant, reticulation and engineering systems. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.
<u>DUTIES</u>	:	Compile specifications and tender documentation within time limits. Manage projects from inception to close-out. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment comply with Occupational Health and Safety Act. Built environment related regulations and prescripts in the Health Care environment.
<u>ENQUIRIES</u>	:	Mr S Reichert Tel No: (021) 830-3768
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/262</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)/ SONOGRAPHER)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	:	Cape Winelands TB Centre, (Including Breede Valley Clinics)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: Grade 1: None for SA qualifies employees. 1-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Grade 2:

	Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel within the Sub-district. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.
<u>DUTIES</u>	: Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Breede Valley Sub District. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G / Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.
<u>ENQUIRIES</u>	: Dr. BJAS Botha Tel No: (023) 348-1305
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/263</u>	: <u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u>
<u>SALARY</u>	: Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum
<u>CENTRE</u>	: Tygerberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Ultrasound). Registration with a Professional Council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA as Radiographer (Ultrasound) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Radiographer (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render 40 - hours per week service as determined by the department. Competencies (knowledge/skills): Knowledge of Ultrasound protocols, and the use of

	Ultrasound equipment. Excellent written and verbal communication skills. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	: Provide an Ultrasound service. Produce ultrasonic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of Radiology Registrars and Ultrasound students. Participate in continuing professional development activities.
<u>ENQUIRIES</u>	: Ms B Dreyer Tel No: (021) (021) 938-5918
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Radiographer (Ultrasound) with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/264</u>	: <u>CHIEF ARTISAN GRADE A: TECHNICAL SERVICES</u> Garden Route District
<u>SALARY</u>	: Grade A: R480 261 per annum
<u>CENTRE</u>	: Garden Route District Office, George
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter, Mechanical or Millwright / Fitter and Turner. Experience: Ten (10) years appropriate post qualification experience as Artisan/ Artisan Foreman. Inherent requirements of the job: Responsible for duties in the Garden Route District. Valid (Code B/EB) driver's license and willingness to travel in the entire Western Cape Province. Willingness to perform standby and overtime duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Technical design and analysis knowledge. Technical report-writing and technical consulting skills. Production, process knowledge and skills. Knowledge of all relevant legislation, policies, and prescripts applicable to health-related Engineering. Good interpersonal relations, leadership and communication skills (verbal and written). Computer Literacy in MS Word and Excel, MS Outlook (E-mails) and Internet.
<u>DUTIES</u>	: Manage maintenance and repair requirements for health facilities in the Garden Route District. Ensure maintenance and repairs to plants and medical and non-medical equipment, assets, furniture in the district. Planning and scheduling of Engineering and Own projects. Compiling of specifications for Engineering and Own projects. Management and supervision of district workshop and staff. Administrative duties related to the post. Ensure Occupational Health and Safety practices.
<u>ENQUIRIES</u>	: Mr R Joubert Tel No: (044) 803-2700
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/265</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X5 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Dr Abdurahman CDC (1 post) Heideveld CDC (X1 Post) Gugulethu CHC, Inzame Zabantu CHC (X1 Post) Nyanga CDC (X1 Post)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade1: A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one-year post-basic qualification year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. NIMART training or experience. Effective communication skills.
<u>DUTIES</u>	:	Assist and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and the NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure and effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.
<u>ENQUIRIES</u>	:	Ms S Patel-Abrahams Tel No: (021) 370-5008
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/266</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum (Plus non pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE</u>	:	Calitzdorp Clinic, Kannaland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills (verbal and written). NIMART training or experience. Problem solving, report

	writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	: Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<u>ENQUIRIES</u>	: Ms S Labuschagne Tel No: (028) 551-1342
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ oral assessment.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/267</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X4 POSTS)</u> Cape Winelands District
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Kyamandi CDC (X1 Post) Cloetesville CDC (X1 Post) Klapmuts CC (X1 Post) Aan Het CC (X1 Post); Stellenbosch Sub-District
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). A Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards. BANC & PACK training or experience.
<u>DUTIES</u>	: Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

<u>ENQUIRIES</u>	:	Ms. MM Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/268</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Drakenstein /Stellenbosch Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned. Inherent requirements of the job: Valid Code (B/EB) driver's license and willingness to drive. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that govern Occupational Health and Safety. Computer literacy skills (Microsoft office).
<u>DUTIES</u>	:	Provide and maintain an effective Occupational Health and Safety Risk Management programme within the rural District. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintain sound Continuous Professional development.
<u>ENQUIRIES</u>	:	Mr E du Plessis Tel No: (023) 348-8126
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the interview process. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health and Safety with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within the Drakenstein- /Stellenbosch Sub District for a period of 3 months from the date of the advert.
<u>CLOSING DATE</u>	:	22 August 2025

<u>POST 28/269</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X7 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other units within the Trauma and Emergency department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting
<u>ENQUIRIES</u>	:	Ms T Ndungane Tel No: (021) 404 6366
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Short-listed candidates may be subjected to a compulsory competency test. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/270</u>	:	<u>CASE MANAGER</u> Directorate: Management Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence. Competencies (knowledge/skills): Good knowledge of the Uniform

		Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).
<u>DUTIES</u>	:	Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.
<u>ENQUIRIES</u>	:	Ms L Ismail at (072) 601-6586
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/271</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management (Asset Management, Procurement, Warehousing). Inherent requirements of the job: Willingness to work after-hours when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to recognise and respond to problematic matters in the sphere of SCM. Good system management, management supervisory and numerical skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook) and practical workable knowledge of Logis & BAS. Ability to work independently and part of a team.
<u>DUTIES</u>	:	Develop and maintain an effective, efficient, and economic supply chain management administration and services including the Warehouse and Asset Management Unit. Application of AOS delegations and prescripts to avoid / eliminate irregular expenditure. Ensure effective Asset Management of the Institution and Northern Tygerberg Sub Structure PHC Facilities. Efficiently manage warehouse to ensure on time delivery of goods to all end users. Efficient and effective management of components resources to achieve goals and objectives.
<u>ENQUIRIES</u>	:	Mr D Abrahams Tel No: (021) 834- 5894
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for other vacant Senior Administrative Officer: SCM posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/272</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A TO C (ELECTRICAL/MECHANICAL)</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	Grade A: R391 671 per annum Grade B: R442 389 per annum

	Grade C: R498 816 per annum
<u>CENTRE</u>	: Head Office, Cape Town, Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate National Diploma in Engineering (Mechanical /Electrical) or equivalent relevant qualification. Registration with a professional council: Registration with ECSA as a Professional engineering Technician. Experience: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. National Diploma in Engineering. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on plant, reticulation and engineering systems. Appropriate experience in the compilation of specifications and procurement documentation. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.
<u>DUTIES</u>	: Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
<u>ENQUIRIES</u>	: Mr S Reichert Tel No: (021) 830-3768
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.
<u>CLOSING DATE</u>	: 22 August 2025
<u>POST 28/273</u>	: <u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Stellenbosch Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Performance Management, HRD and Recruitment and Selection). PERSAL knowledge and experience Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the district. Competencies (knowledge/skills): Computer skills: MS office packages (Word, Excel, Power Point, Outlook) and PERSAL. Knowledge and experience to the duties and responsibilities of a Human Resource section. Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices.
<u>DUTIES</u>	: Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section, Administer and ensure effective and efficient implementation to appointments, service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, performance management and relevant reports. Administer and maintain an effective and efficient Recruitment and Selection service.

		Administer and maintain an effective and efficient Human Resource Development service. Provide an effective support function to management and personnel.
<u>ENQUIRIES</u>	:	Mr C Modisie Tel No: (021) 808-6178
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/274</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Medicine Management, Laboratory and Blood Services Support
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirements of the job: Valid driver's license. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excel, Outlook and PowerPoint. Competencies (knowledge/skills): Good telephone etiquette. Sound organizational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge. Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Director. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms K Lowenherz Tel No: (021) 483 - 4293
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants may be considered for other vacant Personal Assistant posts within the Chief Director Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/275</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: (PEOPLE MANAGEMENT)</u> Garden Route District
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Garden Route District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management). Appropriate experience in PERSAL. Inherent requirements of the job: Drivers licence (Code B/EB) and willingness to travel in the sub-districts. Competencies (knowledge/skills): Appropriate knowledge of all HRM aspects (i.e. commuted overtime system, and Circulars prescripts regulating and applicable to professional ranks in the OSD in the Health Sector). Ability to interpret and apply legislation, policies, directives and collective agreements. Computer skills (i.e. Microsoft Outlook, Excel, MS Word, PowerPoint, and PERSAL). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Handle as well as oversee application of prescripts with regards to pension, leave, allowances, pay

		sheets, resettlement and auditing of files. Maintain an effective and efficient Recruitment and Selection service. Provide an effective support function to manager and personnel. Supervise Administration Clerks to ensure effective functioning of the Personnel Administration Section. Ensure compliance in the HR Office with regards to registers and exit interviews. Assists and relieve HR Offices within the District. Assist with the coordination of special projects in personnel administration for the district.
<u>ENQUIRIES</u>	:	Ms D Fortuin Tel No: (044) 803-2700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/276</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Western Cape Government College of Emergency Care
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as passed subjects. Experience: Appropriate management in the public service with an emphasis on Financial Administration and Auditor General enquiries and Audits. Appropriate relevant experience and in-depth knowledge in Supply Chain and Finance. Inherent requirements of the job: Willingness to work after hours when required. Valid 8 (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint). Good interpersonal and teamwork skills. Knowledge and understanding of finance-related systems. Ability to perform effectively under pressure in a stressful environment. Excellent verbal and written communication skills, planning and good organisational skills. Appropriate experience with SCM logis or similar related systems. Provide support to management, input into policies, and conduct investigations. Ability to project plan and execute according to timelines and adhere to deadlines.
<u>DUTIES</u>	:	Perform effective administration duties related to Institutional finances. Provide effective management of students' finances. Responsible for administering and managing financial management systems. Responsible for collating, analyzing, verifying, reporting, and presenting financial data. Assisting with the management of assets. Ensure compliance with the relevant legislation and policies related to People Management, SCM and Finance Practices.
<u>ENQUIRIES</u>	:	Ms C. Mabaleka Tel No: (021) 938 6270
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/277</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT (NURSING)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Office of the CD: ECSS
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate experience of system support/assistance. Inherent requirement of the job: Valid (code B/EB) driver's license. Willingness to travel and work overtime If required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
<u>DUTIES</u>	:	Provide general office administration support service Compile and maintain databases and capture electronic data. Provide community service administrative support. Provide support to Nurse Manager.
<u>ENQUIRIES</u>	:	Mr S Gangala Tel No: (021) 831-5837

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/278</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Kraaifontein CHC, Delft CHC, Fisantekraal CDC, Symphony Way CDC, Northern/Tygerberg Substructure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Institutional) and annual proof of registration/ proof of payment. Experience: Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: A Valid driver's licence. Willingness to rotate within the Substructure when required. Competencies (knowledge/skills): Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	Assist with issuing of pharmaceutical products and ensure quality provision of Pharmaceutical Care, including prescription evaluation, working under direct supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with the support of chronic medication delivery. Assist with the packing of pharmaceuticals products. Assist with the control and distribution finished pharmacy products. Assist with the collation and organizing of information for research purposes and any reasonable job-related requests within the scope of practice of the pharmacist Assistant: Post Basic.
<u>ENQUIRIES</u>	:	Ms. M Mukadam Tel No: (021) 987-0083 (Kraaifontein CHC) Mr. C Jacobs Tel No: (021) 833-9090 (Delft CHC) Ms. C Krieger Tel No: (021) 204-9472 (Symphony Way CDC) Ms. A Botha Tel No: (021) 826-2211 (Fisantekraal CDC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/279</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) (INSTITUTIONAL): GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Cloeteville CDC

<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration as Pharmacist's Assistant (Post-Basic) with the SAPC. Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel and to work under direct- and indirect supervision of a pharmacist. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
<u>DUTIES</u>	:	Pharmaceutical service delivery according to legislation and scope of practice. Effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Provision of health information, adherence counselling and advice on correct usage and storage of medication. Assistance with waste management and rational usage of resources. Compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assistance with the Chronic Dispensing Unit (CDU) processes.
<u>ENQUIRIES</u>	:	Ms E Wessels Tel No: (021) 815-8307
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/280</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Alma CDC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Current registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to

work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good computer skills. Ability to work as part of a team or independently. Ability to work under pressure.

DUTIES : Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the Mossel Bay Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES : Mr H Jacobs Tel No: (044) 604-6132
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

CLOSING DATE : 22 August 2025

POST 28/281 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
 Directorate: Engineering and Technical Support Services

SALARY : Grade A: R243 597 per annum
 Grade B: R285 816 per annum
 Grade C: R332 061 per annum

CENTRE : Head Office, Bellville Mobile Workshop
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr L Semono Tel No: (021) 830-3770
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 August 2025

<u>POST 28/282</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C</u> Central Karoo District
<u>SALARY</u>	:	Grade A: R243 597 per annum Grade B: R285 816 per annum Grade C: R332 061 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Electrician / Electrical Fitter / Mechanical or Millwright / Fitter and Turner. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Willingness to work overtime, day or night, and perform standby duties. Valid (Code B/EB) driver's license and willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): Appropriate working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Appropriate working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment; Access control, Fire Detection & Electrical Fencing Hardware; Basic building terminology and construction; Hospital Technical Systems & plant; HVAC equipment; Welding & Plumbing skills (Demonstrable). Good communication skills (verbal and written). Computer literacy (MS Word, Excel, Email and Internet). Physically fit to perform duties and work at heights and in confined spaces.
<u>DUTIES</u>	:	Routine Maintenance and Repairs of equipment, plant, and tools at all Health Establishments in the Central Karoo District. Trade Specific Maintenance and Repairs. Management of Requisitions / Job Cards. Administration duties and functions. Occupational Health and Safety Practices. Management of Stock / Consumables and Materials.
<u>ENQUIRIES</u>	:	Mr. C Makwela Tel No: (023) 414 - 8235
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted applicants will be subjected to practical tests. The incumbent will be afforded to reside in either Beaufort West, Laingsburg or Prince Albert and that will serve as his/her base station. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/283</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate office administration or secretarial experience. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing skills, minute taking skills and Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access, Teams and Zoom) (proof of training must be submitted on request) Good planning, organizational and interpersonal skills. Soft skills in a healthcare setting – Discretion and Confidentiality, Emotional intelligence, adaptability in a fast-paced environment.
<u>DUTIES</u>	:	Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation, nursing agency timesheets, attendance of agency bookings and incident reports. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the

		department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory practical test.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/284</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Hartenbos CC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to drive. Willingness to rotate in the Sub-District according to the needs of the service. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) An appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.
<u>DUTIES</u>	:	Capturing all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).
<u>ENQUIRIES</u>	:	Ms A Lamprecht Tel No: (044) 604-6106
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/285</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Administration: SPMS, Grading of OSD and non-OSD personnel. PERSAL administration and Recruitment & Selection experience. Competencies (knowledge/skills): Knowledge of SPMS, Implementation of OSD policies and all HR related legislation.
<u>DUTIES</u>	:	Effective and efficient administration with regards to Performance Management System. Handle the administration functions related to the PERMIS system. Maintenance of accurate database & scrutinize performance agreements. Do constant follow ups with line managers and staff regarding outstanding documentation. Handle SPMS, PERIMS and recruitment and selection. Administer Pay Progressions, Grade Progressions, salary determination in respect of different OSD and non-OSD categories. Responsible for capturing transactions on PERSAL. Facilitate recruitment and selection processes, capturing of adverts on S-Cubed and submit DOTS360 Verifications.
<u>ENQUIRIES</u>	:	Ms JN Theunissen Tel No: (021) 799 1199
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	22 August 2025

<u>POST 28/286</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Central Karoo District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Laingsburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Appropriate knowledge of and experience in information management systems (/Ideal Clinic/CLINICOM/Sinjani/ HECTIS/PHCIS). Computer literacy (Ms Office: Word, Excel, and PowerPoint). Good communication skills (verbal and written). Ability to function independently and within a team environment.
<u>DUTIES</u>	:	Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	Mr G Samuels Tel No: (023) 814 - 2015
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/287</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Western Cape Health Warehouse, Head Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience within a warehouse environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS and Basic Accounting System (BAS). Knowledge of administrative and/or support duties in a store/warehouse. Knowledge in administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment.
<u>DUTIES</u>	:	Capturing of Log 1 requisitions and Issue vouchers according to Standard Charts of Accounts (SCOA). Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures. Any other ad-hoc administrative tasks as required.
<u>ENQUIRIES</u>	:	Ms M. Barlow @Margot.Barlow@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Candidates will be required to do a practical test
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/288</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (TRAUMA & OPD)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in

		nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty and overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms CG Wagener Tel No: (044) 302-8400
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/289</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Ceres Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, and overtime. Willingness to work in all wards of the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr LF Scholtz Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Ceres Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025

<u>POST 28/290</u>	:	<u>STERILIZATION OPERATOR: SUPERVISOR (CENTRAL STERILE SERVICE DEPARTMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General education and Training Certificate (GETC) / grade 9 (Std 7). Experience: Appropriate experience in the Central Processing department (CPD) Sterilization and Decontamination services as an operator in a hospital setting. Inherent requirements of the job: Willingness to work in any department within the Central Processing Department (CSSD & Gas). Willingness to work shifts including weekends, public holidays, night duty and standby. Competencies (knowledge/skills): Ability to supervise and be assertive. Must have numeracy skills and should be able to think analytically. Sound knowledge of decontamination and sterilization processes. Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Good problem solving and interpersonal skills. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Manage, organize, and control Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human, Physical and Financial resource management of the CSSD and GSU. Maintain Quality Assurance and Infection Prevention measures in CSSD and GSU. Cost Containment with regard to human and material resources.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402 6485
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/291</u>	:	<u>HEALTH PROMOTER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Dr Abdurahman Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7). Experience: Appropriate experience working in communities and informal settlements. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Computer literacy.
<u>DUTIES</u>	:	Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools and communities to meet health objectives. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. An efficient support service to the Health Facility Manager with respect to the adaptation of broad departmental policy to conform to the health educational/promotional needs of patients and the surrounding community. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilization of all available resources. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services).
<u>ENQUIRIES</u>	:	Mr V Woka Tel No: (021) 830-6947
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	22 August 2025

<u>POST 28/292</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (4 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-District
	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Assist and support patients with activities of daily living and physical self-care, carried out under the supervision of the Professional Nurse. Provide elementary clinical nursing care to patients under the supervision of the Professional Nurse. Maintain professional growth and ethical standards and seek learning opportunities/self-development. Function within multi-disciplinary team. Effective utilization of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LK Wagenaar Tel No: (027) 213-2039
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Matzikama Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/293</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MEDICAL WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital
	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements of the institution. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Effective communication and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.

<u>DUTIES</u>	:	Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Provide elementary clinical nursing care. Maintain documentation and communication. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<u>ENQUIRIES</u>	:	Ms SE Colane Tel No: (021) 799-1116 / email: eunice.colane@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the department, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/294</u>	:	<u>DRIVER (HEAVY DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a Driver. Inherent requirement of the job: Valid Public Driver's Permit (PDP). Valid code C1 (Code 10) manual driver's licence. Willingness to work overtime, shifts and perform standby duties afterhours, including weekends and public holidays as operationally required. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Sober habits. Capacity to work amongst people with disabilities / special mental healthcare needs.
<u>DUTIES</u>	:	Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Assist Transport Officer with basic administrative & general tasks.
<u>ENQUIRIES</u>	:	Mr M Van Der Heever Tel No: (021) 503 5061
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/295</u>	:	<u>HOUSEHOLD AID (X28 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a healthcare environment. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Willingness to rotate. Competencies (knowledge/skills): Ability to plan and organize work schedules for cleaning services. Good communication skills. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Ability to work under pressure.

<u>DUTIES</u>	:	Responsible for cleaning duties within a clinical and general areas i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.
<u>ENQUIRIES</u>	:	Mr JJ Roberts Tel No: (021) 938 4121
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/competency test.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/296</u>	:	<u>PORTER</u> Cape Winelands Health District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Montagu Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a public health facility. Inherent requirement of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Good communication skills. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of mortuary. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.
<u>DUTIES</u>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of mortuary. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.
<u>ENQUIRIES</u>	:	Ms E.M. Volschenk Tel No: (023) 626-8565
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant post within Montagu Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/297</u>	:	<u>FOOD SERVICES AID</u> Central Karoo District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Prince Albert Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in preparing patient meals in hospitals environment. Inherent requirements of the job: Physically strong to lift heavy objects and be on their feet the entire day. Willingness to work shifts, weekends, overtime and public holidays. Competencies (knowledge/skills): Good communication skills. Self- disciplined, motivated, sober habits, willingness to develop skills and undergo training. Ability to read, write and interpret recipes to prepare meals to be served and be able to use an electronic kitchen scale. Appropriate knowledge of basic cleaning and maintenance of equipment used in the Food Service Unit.
<u>DUTIES</u>	:	Provision of food services, including pre-preparation & preparation of normal and special diets as well as dishing up and distribution of the meals. Assist with the receiving and storage of perishables and groceries. Implement and control hygienic environment according to occupational health and safety prescriptions including infection control. Assist with the maintenance of appliances and equipment. Assist with the informal in-service training of new employees in the unit.
<u>ENQUIRIES</u>	:	Ms L Martins Tel No: (023) 814 - 2994

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	22 August 2025
<u>POST 28/298</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (7 SESSIONS)</u> Chief Directorate: Metro Health Services (3-Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with high-risk obstetrics, general gynaecology and basic ultrasound. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of Obstetrics and Gynaecology services. Duties in theatre, ward rounds and outpatients are included. Clinical governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings, medicolegal documentation and management of complaints. Develop and supervise quality of care improvement programs within the Obstetrics & Gynaecology unit as assigned by the Head of Department. Teaching, training, supervision of junior medical staff and students and participation in the academic program in the hospital. Contribution to improvement of internal systems within the Obstetrics & Gynaecology service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative.
<u>ENQUIRIES</u>	:	Dr S Le Roux Tel No: (021) 918 1990
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Medical Specialist Obstetrics and gynaecology sessional posts within the Chief Director Metro Health Services, for a period of 3 months from the date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	22 August 2025